



Royal Berkshire  
NHS Foundation Trust



*Working Together to Provide Outstanding Care for  
Our Community*

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Compassionate

Aspirational

Resourceful

Excellent

## Job Information Pack: Contents

Thank you for considering the Royal Berkshire NHS Foundation Trust (RBFT) as your next place of work. We look forward to welcoming you during the recruitment process and hopefully into our friendly and enthusiastic organisation.

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# Section 1: Departmental Information

## Departmental Welcome

This is an exciting opportunity to join our dynamic and enthusiastic team who believe in leading from the frontline with the aim of providing outstanding care to our community and investing in the well-being and development of our people.

## About The Department.

The Ophthalmology Department is part of the Head and Neck Directorate, which is part of the Planned Care Group.

The department undertakes approximately 7000 day-case procedures and provides approximately 100,000 outpatient attendances and over 20,000 Eye Casualty attendances per annum, serving a population of approximately 1 million.

At the Royal Berkshire Hospital in Reading the service is located in the Eye Block and includes the Eye Outpatient Department and the dedicated Eye Day Case Unit. Inpatient care is provided on Dorrell Ward which provides care for Head and Neck patients. There are dedicated eye theatres.

The Prince Charles Eye Unit in Windsor is on the site of the King Edward VII Hospital. There are two fully commissioned ophthalmic theatres within the unit undertaking day case admissions and minor operations.

Ophthalmic Accident and Emergency services are provided in both the Royal Berkshire Hospital and Prince Charles Eye Unit, adjacent to the clinics. In addition, there are dedicated intra-vitreous injection treatment suites on both sites. The Orthoptic departments and departmental secretarial services are located close by.

The West Berkshire Community Hospital in Newbury provides dedicated eye outpatient clinic facilities and theatres.

The outpatient facilities at all sites include up to date equipment; OCT with angiography and autofluorescence, HRT, anterior and posterior segment photography with FFA and ICG, ultrasound, YAG/SLT and multispot argon lasers, Pentacam scanning and IOL Master biometry.

The Royal Berkshire Hospital is a Digital Trust using Cerner Millennium EPR. The Ophthalmology department is paperlight, using Medisoft for all clinical records. Medisoft is closely integrated with EPR.

### Medical Staff

The department has a range of career medical staff – Specialist Registrars on the Oxford Deanery Rotation, Clinical fellows (including a Glaucoma Fellow), Associate Specialists and Trust Grade Specialty doctors. We are also involved in training physician associates from Reading University.

### Orthoptists

The Head Orthoptist manages a team of orthoptist staff and works closely with the Optometrists employed within the service. The Orthoptic Department is a clinical training school for Orthoptic undergraduates.

The team has an advanced role in delivering the glaucoma service in the Trust including screening of new referrals, management of patients with stable glaucoma and Ocular hypertension and liaising with the local community services as part of the intermediate level care contract. They also have roles in the medical retina service providing a range of specialist care from virtual clinics for patients with low risk stable disease to delivering intravitreal injections.

### Nursing staff

Experienced Sisters lead the nursing teams on the Head and Neck Ward, the Eye Day Unit, Outpatients, Accident and Emergency Department and Theatre. The department supports ophthalmic nurse training and many of the staff have higher qualifications in ophthalmic nursing.

### Administration staff

The department is supported by a Clinical Administration Team.

## Speciality Management Team

Role	Name
Care Group Director	Dr Jon Simmonds
Care Group Director of Operations (Interim)	Helen Challand
Clinical Director	Mr Martin Leyland
Clinical Lead	Mr Molham Entabi – RBH / WBCH
Clinical Lead	Mr Irfan Tahir - PCEU
Directorate Manager	Lisa Bradshaw
Matron	Rafael Fernandes

## Speciality Clinical Team

Name	Role	Sub-Specialty
<b>Mr Martin Leyland</b>	Consultant	Anterior Segment/Cornea
<b>Mr Andrew Pearson</b>	Consultant	Adnexal/Lacrimal/Oculoplastics
<b>Miss Palvi Bhardwaj</b>	Consultant	Urgent Eye care, Primary Care (starting Aug 2023)
<b><i>This post is currently vacant</i></b>	<i>Consultant</i>	<i>Urgent Eye Care, subspecialty TBC</i>
<b>Mr Reza Moosavi</b>	Consultant	Glaucoma
<b>Mr Peter Constable</b>	Consultant	Glaucoma
<b>Miss Shreya Halder</b>	Consultant	Glaucoma
<b>Miss Sarah-Lucie Watson</b>	Consultant	Medical Retina
<b>Mr Molham Entabi</b>	Consultant	Medical Retina
<b>Mr Irfan Tahir</b>	Consultant	Medical Retina
<b>Mr Zaid Shalchi</b>	Consultant	Medical Retina
<b>Miss Annette Bacon</b>	Consultant	Oculoplastics
<b>Miss Nadia Azad</b>	Locum Consultant	Paediatrics
<b>Miss Jen Anikina</b>	Consultant	Vitreo-retinal surgery
<b>Mr Jason Ho</b>	Consultant	Vitreo-retinal surgery and Medical Retina

## Research, Training & Development

The trust is committed to ongoing training and support of consultants, There is a structured two year programme of induction and leadership development. Every consultant appointed is offered a choice of mentors and expected to meet with them on a regular basis.

The Trust has an excellent reputation for education, as measured by its GMC Survey and regular responses from trainees and medical students. It has a medical library with an active

Library & Knowledge Services team, a resuscitation and clinical skills department offering external nationally accredited courses and an established simulation centre - all of which are fully equipped for Technology Enhanced Learning (TEL) in a virtual environment.

There is an expectation that all consultants will participate in trainee education and training, both in theatre and through running tutorials, viva practice, etc. This is an important aspect of the role. The Trust accommodates medical students from Oxford and Southampton Deaneries, attracts high calibre trainees and has a good exam success record.

The post holder will work towards facilitating, growing and consolidating a research culture within their department/specialty, whilst supporting the ambitions of research within the organisation to ensure the Trust remains an excellent organisation to host research and support its own research portfolio in line with NHS and NIHR priorities.

The department has an active and well-received educational programme. - The department is recognised for Postgraduate Specialist Training in Ophthalmology by the Royal College of Ophthalmologists. The post holder will be expected to participate actively in the Post Graduate Training programme.

Regular tutorial/journal clubs take place within the department as well as audit/study afternoons. The Orthoptic Department is a clinical training school for Orthoptic undergraduates. The Department supports ophthalmic nurse training. Consultant staff are encouraged to be involved in supporting these staff training programmes.

## Section 2: Job Summary

This is a replacement 10 PA post for a Consultant Ophthalmology with an interest in Paediatrics at the Royal Berkshire NHS Foundation Trust.

<b>Job Title:</b>	Consultant - Ophthalmology
<b>Clinical Speciality / Sub-Speciality:</b>	Paediatric ophthalmology
<b>Care Group/Clinical Directorate:</b>	Planned Care, Head and Neck Directorate
<b>Reports To:</b>	Clinical Lead for Ophthalmology
<b>Accountable To:</b>	Chief Medical Officer (CMO)
<b>Nominal Base:</b>	Royal Berkshire Hospital, Reading
<b>Hours:</b>	Full Time: 10 Programme Activities (PA)*
<b>Contract Type:</b>	Substantive
<b>Salary:</b>	£93,666 to £126,281 per annum
<b>New or Replacement Post:</b>	Replacement
<b>On-Call Rota Requirements:</b>	1: 13
<b>Pension:</b>	NHS Contributory Scheme
<b>Annual Leave Entitlement:</b>	On appointment: 33 days (pro rata for part time) After 7 years' service: 35 days (pro rata for part time)
<b>Study Leave Entitlement:</b>	30 days in a three year cycle (pro rata for part time). For further details, contact the Medical Education Team.

\*1 PA = 4 hours

## Section 3: Role Description

### Job Summary

This is a full-time (10PAs) substantive Consultant in Ophthalmology with a special interest in Paediatric Ophthalmology and Strabismus post.

The successful applicant will work within the multi-disciplinary teams providing elective and emergency care for ophthalmology patients, focusing on the provision and development of the Paediatric Ophthalmology and Strabismus service. The post-holder will work at both the Royal Berkshire Hospital in Reading and Prince Charles Eye Unit in Windsor.

The appointee will join the existing team to provide specialist care to this growing population of patients, and raise departmental profiles through teaching and education.

The aim of the Royal Berkshire NHS Foundation Trust Ophthalmology Service is to become a leader in the field of Ophthalmology services management and the successful applicant must therefore have the pre-requisite procedural and leadership skills as well as teamwork, drive and ambition to succeed in achieving these goals.

The post holder will share clinical and managerial leadership within the Ophthalmology service with the present consultants. An office base with secretarial and administrative support will be provided.

### Main Duties & Responsibilities

#### Clinical Responsibilities:

1. To provide, Ophthalmology services with a special interest in Paediatric Ophthalmology and Strabismus in both in-patient and outpatient settings.
2. To provide clinical leadership for the Paediatric Ophthalmology services, including responsibility for supervision of junior medical staff and teaching, training and assessment of medical, nursing and allied health professional staff within the service.
3. To lead the retinopathy of prematurity services to ensure protocols and standards are within national requirements

4. To liaise with other specialty services, within and beyond the Trust, such as Neurology, Stroke teams, Orthoptists and paediatricians, Radiology, Maxillofacial to provide optimal pathways for patient care and review
5. To innovate virtual working methods for general clinic patients
6. To provide on-call cover for Ophthalmology services on an approximately 1 in 13 rota.
7. To assess performance against national standards quarterly and identify areas requiring improvement.
8. To ensure that all clinical information systems are completed appropriately.

#### Management Responsibilities:

1. Active participation in monthly clinical governance/audit and Consultant meetings within the department. Participation in short listing and interviewing doctors joining the department. Performing investigations for serious incidents, and authoring root cause analysis reports. Investigating and responding to departmental complaints within the Trust framework and timelines. Taking on additional roles throughout the Consultant career - to include College Tutor, Educational Supervisor, Clinical lead for clinical Governance and Audit, Departmental Clinical Lead etc.
2. Participation and involvement in meetings and other business plans and development in the Ophthalmology service.

#### Continuing Professional Development

The appointee will be expected to participate in personal appraisals annually and will also be expected to actively take part in a CPD program.

The responsible officer for the post is currently the Chief Medical Officer and there is a revalidation officer to provide administrative support and advice for medical staff maintaining their credentials for revalidation.

#### Clinical Governance and Audit

The post-holder will comply with the Trust's clinical governance requirements and participate in related initiatives where appropriate. We have a robust programme of audit and Clinical Governance with monthly meetings. Findings from audit and Clinical Governance are regularly fed into the educational meetings and communicated widely amongst the staff. The post holder is required to participate actively. This will include participating in clinical audit and review of outcomes, working towards achievement of national and local performance management targets, complying with risk management policies, and participating in the consultant appraisal process.

The post-holder will also be responsible for maintaining satisfactory patient notes as required within GMC Good Medical Practice (GMP) and, when relevant, for entering data onto a computer database in accordance with the rules and regulations of the Data Protection Act.

### **Teaching and Research**

The department has an active and well-received educational programme. The department is recognised for Postgraduate Specialist Training in Ophthalmology by the Royal College of Ophthalmologists. The post holder will be expected to participate actively in the Post Graduate Training programme.

Regular tutorial/journal clubs take place within the department as well as audit/study afternoons. The Orthoptic Department is a clinical training school for Orthoptic Undergraduates. The Department supports ophthalmic nurse training. Consultant staff are encouraged to be involved in supporting these staff training programmes.

## Section 4: Person Specification

Criteria	Essential (E) Desirable (D)		Assessment Method			
	E	D	A	I	S	R
<b>Education and Qualifications</b>						
Full registration with the GMC/eligible for registration Within 6 months of CCST in Paediatrics at interview date	✓		✓			
Membership of the Royal College of Ophthalmology of the United Kingdom or equivalent	✓		✓			
Higher degree e.g. PhD/ MD submitted/awarded		✓	✓			
<b>Clinical Experience, Knowledge &amp; Skills</b>						
Fully trained in Ophthalmology and sub specialist and fellowship training in Paediatric Ophthalmology and Strabismus	✓		✓	✓	✓	✓
Subspecialist training and Fellowship in Paediatric Ophthalmology	✓		✓	✓	✓	✓
Able to undertake Retinopathy of Prematurity (ROP) Screening	✓		✓	✓	✓	✓
Ability to provide treatments (surgical, laser and medical) for paediatric ophthalmology and strabismus patients	✓		✓	✓	✓	✓
High standard of clinical skill and expertise in the management of paediatric clinics and community liaison	✓		✓	✓	✓	✓
Wide clinical experience and ability to manage general clinic and performance of on-call duties	✓		✓	✓	✓	✓
Previous responsibility for clinical governance and GMC Good Medical Practice	✓		✓	✓	✓	✓
Ability and proven track record for managing Adult Strabismus Surgery		✓	✓	✓	✓	✓
Evidence of competence in Paediatric Cataract Surgery		✓	✓	✓	✓	✓
<b>Audit Management &amp; IT</b>						
Ability to work within clinical governance guidelines	✓		✓	✓		✓
Undertake audits and present data as required	✓		✓	✓		✓
Good IT skills, use of patient and hospital database	✓		✓	✓		✓
Evidence of clinical leadership role demonstrating accountability for quality of care, financial controls and efficient management of workforce		✓	✓	✓		✓
<b>Research, Teaching Skill &amp; Experience</b>						
Track record of publications in peer reviewed journals	✓		✓	✓		✓
Evidence or providing good teaching and supervision to trainees	✓		✓	✓		✓
Educational qualification		✓	✓	✓		✓
<b>Patient Experience</b>						
Contributes to improving patients experience	✓		✓	✓		✓
See patients as individuals and involve them in decisions about their care	✓		✓	✓		✓
Ability to work in partnership to deliver a patient centred service	✓		✓	✓		✓
Demonstrate an understanding and willingness to embrace user involvement	✓		✓	✓		✓
<b>Personal Qualities</b>						
Able to abide by the Trust CARE Values; Compassionate, Aspirational, Respectful and Excellence	✓		✓	✓	✓	✓
Ability to communicate with clarity and intelligence in both written and spoken English	✓			✓		✓
Willingness to take responsibility, and exert appropriate authority	✓			✓		✓

Excellent interpersonal skills	✓			✓		✓
Work collaboratively with multi-disciplinary team, understanding each others unique role	✓			✓		✓

Assessment Criteria Key: A= Application, I= Interview, S= Simulation, R= References

## Section 5: Job Plan Information

This is a full time post with a minimum of 10 PAs. A final job plan will be agreed upon appointment, ensuring both individual and Trust / departmental objectives align. Job planning commences annually with the Clinical Lead and Directorate Manager, in September, to compliment the departmental business planning process and concludes in December, following sign-off by the CMO.

The balance between Direct Clinical Care and Supporting Professional Activities will be agreed with the post holder in the final job plan. The SPA allocation is 1.5 for personal CME, audit and revalidation requirements including departmental meetings. Additional Pas (APAs) may be allocated for specific agreed objectives for the trust subject to the agreement of the Clinical Director.

### Proposed Job Plan

#### Indicative timetable

Day	Time	Location	Work	Categorisation	Number of Programmed Activities
Monday	08.30 – 12.30	RBH	Paediatric Acute Primary Care Clinic	DCC	1.00
	13.30 – 17.30	RBH	Patient Related Admin	DCC	1.00
Tuesday	08.00 – 13.00	PCEU	Paediatric Clinic	DCC	1.25
	13:30-17:30	PCEU	Paediatric Clinic	DCC	1.00
Wednesday	08.30 – 12.30	RBH	ROP Screening	DCC	1.00
	13.00 – 18.00	RBH	Paediatric Clinic (weeks 2,4) Adult Strabismus Clinic (weeks 1,3)	DCC	1.25
Thursday	08.30 – 12:30	RBH	Paeds/Strab Theatre	DCC	1.00
	13:30-17:30	RBH	Paediatric Clinic	DCC	1.00
Friday	08.30 – 12:30	RBH	SPA	SPA	1.00
	13.30 – 17.30	RBH	Admin (week 1) Clin Gov (week 3) Not worked (weeks 2,4)	SPA	0.50

Summary of programmed activity	
Direct clinical care	8.5
On call	0.50
Supporting professional activities (including 0.25 PA day unspecified)	1.50
Total weekly programmed activities	10.5

To provide on-call cover on a 1 in 13 rota. On-call is Category B with 1% on-call intensity supplement.

*We would also consider applications from those who wish to pursue a non-operating position*

The trust is committed to on-going training and support of consultants, there is a structured two-year programme of induction and leadership development. Every consultant appointed is offered a choice of mentors and expected to meet with them on a regular basis.

## Section 6: Term & Conditions of Employment

The main terms and conditions of employment will be the Terms and Conditions for Consultants (England) 2003, as amended from time to time.

The trust is committed to the ongoing training and development of its medical workforce. New consultants are offered a structured two year programme of induction and leadership development and all newly appointed consultants are offered a choice of mentors, available to meet on a regular basis.

### The Appointee

The appointee will have an overriding duty of care to patients and is expected to comply fully with best practice standards. The appointee will be expected to adhere to local policies and procedures and to take note of the standing orders and financial instructions of the Trust. In particular, where the consultant manages employees of the Trust, they will be expected to observe and apply the Medical Workforce policies and procedures of the Trust.

### Equality & Diversity Opportunities

As an inclusive employer we work hard to ensure our entire staff community feels valued, engaged and appreciated. We understand and recognise the crucial value of diversity in our workforce and to be an organisation that represents the diversity of the communities we serve. Equality, Diversity and Inclusion are embedded into our way of life – our strategies, policies and our expected Behaviours Framework which clearly set out the standards we expect in terms of everyone's responsibility in an inclusive culture here at the Trust

Colleagues at the Royal Berkshire NHS Foundation Trust are amongst the most engaged of any NHS Acute Trust in England and over recent years we have made huge strides forward in further developing career progression and opportunity across our workforce. In addition to a range of corporate priorities and actions, we have a range of forums and networks to connect our staff and drive forward an even better experience at work – these include BME Networks; LGBT+ forums a Staff Disability Network and a Staff Carers Network.

### Continuing Professional Development

The appointee is required to participate in personal appraisal and revalidation programme annually. There is a revalidation officer to provide administrative support and advice for medical staff maintaining their credentials for revalidation. The medical workforce is actively encouraged to take part in a CPD programme and can allocate up to 1.5 Pas to SPA activities into their job plan.

## Clinical Governance

The post-holder will comply with the Trust's clinical governance requirements and participate in related initiatives where appropriate. This will include participating in clinical audit and review of outcomes, working towards achievement of national and local performance management targets, complying with risk management policies, and participating in the consultant appraisal process.

The post-holder will also be responsible for maintaining satisfactory patient notes as required within GMC Good Medical Practice (GMP) and, when relevant, for entering data onto a computer database in accordance with the rules and regulations of the General Data Protection Regulation (GDPR).

## GMC's Good Medical Practice Standards

Good medical practice describes what it means to be a good doctor. It says that as a good doctor you will:

- make the care of your patient your first concern
- be competent and keep your professional knowledge and skills up to date
- take prompt action if you think patient safety is being compromised
- establish and maintain good partnerships with your patients and colleagues
- maintain trust in you and the profession by being open, honest and acting with integrity.

This guidance is split into four sections which describe the professional values and behaviours we expect from any doctor registered with us. We expect you to use your professional judgement and expertise to apply the principles in this guidance to the various situations you face.

This guidance came into effect 22 April 2013. It was updated on 29 April 2014 to include paragraph 14.1 on doctors' knowledge of the English language.

For more information please visit:

<https://www.gmc-uk.org/ethical-guidance/ethical-guidance-for-doctors/good-medical-practice>

## Conflict of Interest

All applicants to any post within the Trust are required to declare any involvement directly with any firm, company or organisation, which has a contract with the Trust. Failure to do so may result in an application being rejected or, if discovered (after appointment) that such information has been withheld, this may lead to dismissal.

## Health and Safety Responsibilities

The Trust has designated the prevention and control of Health & Safety as a core component in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:

1. Provide leadership on Health & Safety risk issues across the organisation
2. Be aware of and follow all Trust Health & Safety guidelines and procedures relevant to their work
3. Participate in mandatory training updates
4. Challenge colleagues who are not complying with Trust Health & Safety procedures and report to line manager

## Infection Control Responsibilities

The Trust has designated the prevention and control of infection and the full implementation of the Health Act (2006) as a core component in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:

1. Provide clinical leadership which instils a culture of zero tolerance on HCAI (healthcare associated infection) across the organisation
2. Following consistently high standards of infection control practice, especially with reference to hand decontamination, adherence to dress/uniform code and for clinical staff, aseptic technique
3. Being aware of and follow all Trust infection control guidelines and procedures relevant to their work
4. Participate in annual mandatory training updates
5. Challenge colleagues who are not complying with Trust Infection Control guides and procedures and report to line manager
6. Review compliance with national policy to ensure high reliability in reducing HCAI's and ensure results are used to inform action e.g. audit of antibiotic use to amend prescribing practice

## Safeguarding Children and Adults

The RBFT takes the issues of Safeguarding Children and Adults very seriously. All employees have a responsibility to support the Trust in its duties by:

1. Attending mandatory training on Safeguarding Children and Adults
2. Being familiar with the individual and Trust requirements under relevant legislation
3. Adhering to all relevant national and local policies, procedures, practice guidelines and professional codes
4. Reporting any concerns to the appropriate manager or authority

## Private Practice

All consultants should adhere to the national Code of Conduct for Private Practice. A declaration of all internal and external private practice should be disclosed as part of the annual job plan review.

Any private practice commitments must not prejudice the basic service requirements contained in the job plan and can be included in plans incorporating 11 PAs or more.

## Relocation Expenses

Financial assistance may be given to newly appointed to support costs incurred during their relocation, providing (generally) this is their first appointment in the NHS. The relocation must also comply with the Trusts requirements concerning the place of residence.

## Residential Criteria

A consultant is required to reside within 30 minutes or 10 miles by road from their principal place of work unless agreed otherwise with the CMO.

## Salary

The current salary applicable to the post is as per national pay scales.

## Pre-Employment Health Assessments

The successful candidate will be required to complete a health questionnaire. This will be treated in the strictest confidence and will not be seen by other employees of the Trust except for those in Occupational Health or with prior agreement from yourself.

## Interview Expenses

Consultant candidates who have been summoned by a prospective employing organisation to appear before a selection board or invited to attend in relation to their application shall be entitled to appropriate expenses in the below situations:

- reimbursement of eligible expenses shall be paid as per the Consultant 2003 terms and conditions
- a candidate should not be reimbursed for more than 3 attendances once shortlisted to interview and a consultant that visits but does not apply should not be entitled to reimbursement on more than 2 occasions
- reimbursement will not be paid to a consultant who is offered but does not take up the post

All expenses are paid as per the Consultant 2003 terms and conditions of service.

## Study Leave

Study leave will be obtainable within the limit confirmed in the Terms and Conditions of Service of Hospital Medical and Dental Staff (England & Wales) as amended subject to the Regional Postgraduate Medical Education Policy.

## Disclosure & Barring Check

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary to submit a disclosure to be made to the Disclosure & Barring Service to check for any previous criminal convictions.