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# **BAND 6**

Job Title:

**Practice Manager (Group Practice)**

Job Statement:

1. Manages non-clinical aspects of group medical practice and practice staff.
2. Ensures the practice operates as an effective organisation.
3. Develops, monitors and maintains business initiatives
4. Develops non-clinical policies, practices and procedures

Factor	Relevant Job Information	JE Level
1.Communication & Relationship Skills	<b>Communicates complex information requiring negotiating, persuasive skills</b> Negotiates with PCT on services to be provided by practice; advises partners & staff on external initiatives	4(a)
2.Knowledge, Training & Experience	<b>Expertise within specialism underpinned by theoretical knowledge or practical experience</b> Knowledge of admin/ business management policies, procedures, practices: acquired through degree level education, professional qualification or equivalent	5
3.Analytical & Judgemental Skills	<b>Complex facts or situations requiring analysis, interpretation, comparison of options</b> Practice contract decisions, management issues, how to deal with complaints, implement national regulations, policies	4
4.Planning & Organisational Skills	<b>Complex activities requiring formulation, adjustments</b> Administrative & business planning, staff planning, seminars, co-ordination with other agencies	3
5.Physical Skills	<b>Skills obtained through practice</b> Standard keyboard, driving skills	2
6.Responsibility for Patient/Client Care	<b>Provides general non-clinical advice</b> Informs patients of new initiatives/ services	2
7.Responsibility for Policy/Service Development	<b>Implements policies, proposes changes to policies, impact beyond own area</b> Responsible for implementing policies, government initiatives; develops policies with impact on clinical staff & other agencies e.g. risk management, health & safety	3
8.Responsibility for Financial & Physical Resources	<b>Budget setting for service; procurement of all supplies for service</b> Responsible for budget setting for practice; procurement of equipment & supplies	4 (b) (c)
9.Responsibility for Human Resources	<b>Day to day management/ line manager for service</b> Allocates work, supervises, recruits, provides training for practice non-clinical staff/ line manager for admin staff, including workload planning	3(a)/ 4(a)
10.Responsibility for Information Resources	<b>Responsible for adapting information systems to meet specifications of others</b> Responsible for introduction, adaptation, maintenance of computer systems	4(a)
11.Responsibility for Research & Development	<b>Undertakes surveys/audits</b> Undertakes patient surveys, audit review of patients	1
12.Freedom to Act	<b>Broad occupational policies</b> Lead for non-clinical business/ administration; manages non-clinical aspects of practice	4
13.Physical Effort	<b>Combination of sitting, standing, walking</b>	1
14.Mental Effort	<b>Frequent concentration, unpredictable work</b> Concentration for business plans, reports, stats; frequent interruptions	3(a)
15.Emotional E	<b>Occasional exposure to distressing circumstances</b> Patient complaints, staffing issues	2
16.Working Conditions	<b>Exposure to unpleasant conditions is rare/occasional</b> Verbal aggression from patients	1-2
JE Score/Band	<b>JE Score: 409-424</b>	<b>Band 6</b>

Job Title:

**Optometrist**

Job Statement

1. Provides optometry services.
2. Undertakes clinical supervision of pre-registration, less experienced optometrists and students.

Factor	Relevant Job Information	JE Level
1. Communication & Relationship Skills	<b>Providing &amp; receiving complex, sensitive information, barriers to understanding</b> Communicates condition related information; there may be barriers to understanding	4(a)
2. Knowledge, Training & Experience	<b>Specialist knowledge, underpinned by theory &amp; practice</b> Professional knowledge acquired through degree, preceptorship, continuing education & training	6
3. Analytical & Judgemental Skills	<b>Complex facts or situations, requiring analysis, interpretation, comparison of a range of options</b> Analysis and interpretation of optometric/ophthalmological clinical tests, options for optical appliances following eye examinations	4
4. Planning & Organisational Skills	<b>Plan, organise straightforward activities, some ongoing</b> Organises caseload, plans teaching sessions	2
5. Physical Skills	<b>Highly developed skills, accuracy important, manipulation of fine tools, materials</b> Use of ophthalmic instrumentation for measurement purposes	3(b)
6. Responsibility for Patient/Client Care	<b>Develops programmes of care</b> Provides optometry services including ophthalmic measurement, provides advice to patients on needs, treatment & corrective aids	5(a)
7. Responsibility for Policy/Service Development	<b>Follows policies in own role, may be required to comment/ implement policies, proposes policy changes to own area</b> Comments on/contributes to development of optometry policies	1-2
8. Responsibility for Financial & Physical Resources	<b>Maintains stock control</b> Orders clinical and other supplies	2(c)
9. Responsibility for Human Resources	<b>Clinical supervision</b> Supervision of pre-registration, less experienced optometrists & students	2(b)
10. Responsibility for Information Resources	<b>Records personally generated information</b> Updates patient records, compiles data for audit and reports	1
11. Responsibility for Research & Development	<b>Regularly undertakes R&amp;D; clinical trials; equipment testing</b> Undertakes clinical trials; equipment testing	2(b) (c)
12. Freedom to Act	<b>Clearly defined occupational policies, work is managed, rather than supervised/ broad occupational policies</b> Works autonomously/ lead practitioner, manages a defined caseload in the community	3-4
13. Physical Effort	<b>Frequent sitting in restricted position</b> Restricted movements when undertaking ophthalmic examinations	2(a)
14. Mental Effort	<b>Frequent requirement for concentration, predictable work pattern</b> Concentration for use of ophthalmic diagnostic equipment	2(a)
15. Emotional Effort	<b>Occasional distressing or emotional circumstances</b> Conveying unwelcome news re visual impairment, treatment of patients with severe learning disabilities	2(a)
16. Working Conditions	<b>Occasional unpleasant working conditions</b> Examining patients with poor hygiene, use of chemicals, examination of children with head lice	2(a)
JE Score/Band	<b>JE Level: 400-418</b>	<b>Band 6</b>

# **BAND 7**

Job Title:

**Optometrist Specialist**

Job Statement:

1. Provides optometry services including specialist techniques.
2. Undertakes clinical supervision, training of pre-registration, less experienced optometrists and students.
3. Undertakes research, clinical trials.

Factor	Relevant Job Information	JE Level
1. Communication & Relationship Skills	<b>Providing &amp; receiving complex or sensitive information, barriers to understanding</b> Communicates condition related information; there may be barriers to understanding	4(a)
2. Knowledge, Training & Experience	<b>Highly developed specialist knowledge, underpinned by theory and experience</b> Professional knowledge acquired through degree, preceptorship, advanced clinical training and experience to master's or equivalent level	7
3. Analytical & Judgemental Skills	<b>Complex facts or situations, requiring analysis, interpretation, comparison of a range of options</b> Analysis and interpretation of specialist optometric/ ophthalmological clinical test results, options for optical appliances following eye examinations	4
4. Planning & Organisational Skills	<b>Plan and organise of straightforward tasks, activities/ Plan, organise complex activities, programmes, requiring formulation, adjustment</b> Plans optometry clinic workload, training sessions / plans specialist service	2-3
5. Physical Skills	<b>Highly developed skills, accuracy important, manipulation of fine tools, materials</b> Use of specialist ophthalmic instrumentation for measurement purposes	3(b)
6. Responsibility for Patient/Client Care	<b>Develops specialist programmes of care</b> Provides range of optometry services including specialist ophthalmic measurement, prescribing appropriate optical appliances, provides advice to patients on needs, treatment & corrective aids	6(a)
7. Responsibility for Policy/Service Development	<b>Implement policies, propose changes to practices, procedures for own area</b> Implements, contributes to the formulation of optometry policies	2
8. Responsibility for Financial & Physical Resources	<b>Maintains stock control; use of complex equipment</b> Orders clinical and other supplies; use of specialist optometry equipment	2(c) (e)
9. Responsibility for Human Resources	<b>Clinical supervision; training in own discipline/teach, deliver core training, range of subjects</b> Supervision of pre-registration, less experienced optometrists & students; teaching and training of optometrists, students, nurses & medical students/ formal clinical supervision of pre-registration optometrists	2(b)(c)-3(b)
10. Responsibility for Information Resources	<b>Records personally generated information</b> Updates patient records, compiles data for audit and reports	1
11. Responsibility for Research & Development	<b>Regularly undertakes R&amp;D activity; clinical trials/ R&amp;D activities as major job requirement</b> Undertakes research, clinical trials	2(a) (b)-3
12. Freedom to Act	<b>Broad occupational policies</b> Lead specialist for area of optometric practice	4
13. Physical Effort	<b>Frequent sitting in restricted position</b> Restricted movements when undertaking ophthalmic examinations	2(a)
14. Mental Effort	<b>Frequent concentration, work pattern predictable</b> Concentration for use of specialised ophthalmic diagnostic equipment	2(a)
15. Emotional Effort	<b>Occasional distressing or emotional circumstances</b> Conveying unwelcome news re visual impairment, treatment of patients with severe learning disabilities	2(a)
16. Working Conditions	<b>Occasional unpleasant working conditions</b> Examining patients with poor hygiene, use of chemicals, examination of children with head lice	2(a)
<b>JE Score/Band</b>	<b>JE Score: 467-497</b>	<b>Band 7</b>

# **BAND 8**

**Job Title:**

**Principal Optometrist**

**Job Statement:**

1. Provides optometry services, including advanced optometric procedures
2. Provides teaching and training to registered optometrists, pre-registration optometrists, optometry and other students; manages team of optometry staff.
3. Undertakes research, clinical trials
4. Manages a team of staff or a significant area of a service

<b>Factor</b>	<b>Relevant Job Information</b>	<b>JE Level</b>
<b>1. Communication &amp; Relationship Skills</b>	<b>Providing and receiving complex or sensitive/ highly complex, highly sensitive information; barriers to understanding</b> Communicates condition related information; there may be barriers to understanding/ explains highly complex, sensitive condition related information to patients and others	4(a) – 5(a)
<b>2. Knowledge, Training &amp; Experience</b>	<b>Advanced theoretical and practical knowledge</b> professional knowledge acquired through degree, preceptorship, advanced clinical training, management knowledge, experience to master's equivalent level plus further specialist training	8(a)
<b>3. Analytical &amp; Judgemental Skills</b>	<b>Range of complex/highly complex facts, requiring analysis, interpretation, comparison of range of options</b> Analysis, interpretation of specialist & complex optometric/ ophthalmological clinical test results, options for appliances following eye examinations/ expert opinions may differ	4-5
<b>4. Planning &amp; Organisational Skills</b>	<b>Planning complex activities requiring adjustments</b> Plans specialist service	3
<b>5. Physical Skills</b>	<b>Highly developed skills, accuracy required, manipulation of fine tools, materials</b> Use of specialist ophthalmic instrumentation for measurement purposes, making precision eye casts	3(b)
<b>6. Responsibility for Patient/Client Care</b>	<b>Develops specialised programmes of care</b> Provides specialist clinical service, including use of advanced clinical techniques, provides advice to patients on needs, treatment & corrective aids	6(a)
<b>7. Responsibility for Policy/Service Development</b>	<b>Implements policies &amp; proposes policy changes, impact outside own area</b> Contributes to the formulation of optometry policies, which impact on other disciplines	3
<b>8. Responsibility for Financial &amp; Physical Resources</b>	<b>Authorised signatory</b> Authorises invoices, payments	3(a)
<b>9. Responsibility for Human Resources</b>	<b>Day to day management</b> Manages team of optometrists & support staff	3(a)
<b>10. Responsibility for Information Resources</b>	<b>Records personally-generated information</b> Updates patient records, compiles audit data	1
<b>11. Responsibility for Research &amp; Development</b>	<b>Regularly undertakes R&amp;D, clinical trials/ R&amp;D activities as major job requirement</b> Designs and conducts prospective and retrospective clinical audits & trials	2(a) (b)-3
<b>12. Freedom to Act</b>	<b>Guided by principles and broad occupational policies.</b> Independent clinical practice, lead specialist, team manager	4
<b>13. Physical Effort</b>	<b>Frequent sitting in restricted position</b> Restricted movements when undertaking ophthalmic examinations	2(a)
<b>14. Mental Effort</b>	<b>Frequent concentration, work pattern unpredictable</b> Concentration for specialised ophthalmic diagnostic procedures, interruptions to give advice	3(a)
<b>15. Emotional Effort</b>	<b>Occasional/frequent distressing or emotional circumstances</b> Conveying unwelcome news re visual impairment, treatment of patients with severe learning disabilities	2(a)- 3(a)
<b>16. Working Conditions</b>	<b>Occasional exposure to unpleasant working conditions</b> Examining patients with poor hygiene, exposure to chemicals; examination of children with head lice	2(a)
<b>JE Score/Band</b>	<b>JE Score: 555-602</b>	<b>Band 8a-b</b>