



**St John**

**ST. JOHN EYE HOSPITAL – JERUSALEM**

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**ST JOHN EYE HOSPITAL GROUP**

**FULL-TIME**

**OPTOMETRIST**

## JOB DESCRIPTION

<b>Title</b>	<b>Optometrist</b>
<b>Department</b>	<b>Allied Health Professions</b>
<b>Section</b>	<b>Hospital / Static Clinics / Outreach / Kufor Aqab</b>
<b>Reports to</b>	<b>Director of Nursing and Allied Health Professions</b>
<b>Hours</b>	<b>As contractually agreed</b>
<b>Date formulated</b>	<b>November 2011</b>
<b>Last Updated</b>	<b>December 2018 / December 2020 / December 2022</b>
<b>Next Review Date</b>	<b>December 2024</b>

### General Statement of Duties:

- To provide a full and comprehensive high standard refraction service to the patients attending the hospital.
- To provide optometric services in collaboration with the medical nursing and paramedical staff, for any patient attending the Hospital.
- To ensure that patients receive the best possible care in the management of their optometric needs.
- To help in the continuing education of Resident doctors, nurses, visiting optometrists and student optometrists in the art of refraction.
- To cover optometry services in the static clinic when necessary.
- To Keep up to date with developments in this field.

### Main Responsibilities:

- To provide a comprehensive refraction service in the clinic at the St. John Eye Hospital.
- To provide a refraction service at our static clinics and on Outreach on regular basis.
- To be involved in the teaching and training of junior doctors in the art of refraction and the Auto Refractometer.
- To be involved in the teaching of nurses in the use of the Lens meter and Auto Refractometer
- To work in collaboration with the other departments of ophthalmic measurements including the orthoptic clinic, corneal clinic etc...
- All other tasks mentioned in the Quality Management System.

### General Responsibilities:

- All staff are expected to report for work on time and fulfil their hours of duty, from time to time some flexibility may be required in order to meet the needs of the job and this may be outside regular hours of work.
- All staff are expected to promote and contribute to a cooperative and productive work environment. Staff are also expected to show respect and consideration to their colleagues and all patients and visitors to the hospital.
- All staff are expected to follow the dress code for their area of work. All uniforms as required by different work areas should be worn at all times. Staff who do not have a uniform are expected to wear appropriate, respectful, modest business dress. Jeans are not considered appropriate attire.
- The hospital is a no smoking hospital and smoking is only permitted in the designated smoking areas and only during official break periods.
- All staff will abide by confidentiality rules and will not disclose any information about patients, the staff or the workings of the hospital, except in certain circumstances where express permission is given as per the Confidentiality Policy.
- All staff are expected to comply at all times with the requirements of Health and Safety regulations 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.

- The Hospital has a Control of Visits in the Hospital and Security of Workers 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 Hospital and its service are as secure as possible.
- The Hospital is committed to equality and all staff are expected to treat colleagues, patients and visitors to the Hospital with dignity and respect, regardless of their ethnic background, religion, race, gender, age or sexual orientation.
- All staff are expected to familiarise themselves with the requirements of the Hospitals policies and procedures for staff and also their specific area of work.
- All appointments within the Hospital are subject to pre-employment health screening.
- All staff are responsible for ensuring that all risks of cross infection to patients are minimised and that all policies, procedures and guidance relating to infection control practice are adhered to.
- All staff are responsible, where relevant, 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.
- The job description gives a general outline of the duties of the position 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 member of staff.
- Any other duties as designated by your manager and which are commensurate with the grade.

**Essential Requirements for the Post:**

- Optometry Degree
- Computer skills
- Minimum of three years experience in Optometry
- Evidence of continuing professional development
- Capable of working in a multi-disciplinary team
- Flexible on working hours
- Ability to communicate fully with staff and patients at all levels.
- Ability to communicate (read, write and speak) fluently in English. (All hospital documents are in English)
- Ability to present effectively to an audience using a variety of presentation methods e.g overhead projectors for teaching purposes etc.
- Calm manner
- Alert
- Methodical and Organised

**Name:**

**Date: December 2022**

**Signed** \_\_\_\_\_