



St John

ST. JOHN EYE HOSPITAL – JERUSALEM

ST JOHN EYE HOSPITAL GROUP

**FULL-TIME
JUNIOR SPECIALIST**

JOB DESCRIPTION

Title	JUNIOR SPECIALIST
Department	Medical
Section	Jerusalem
Reports to	Medical Director
Hours	As Contractually Agreed
Date formulated	April 2024 / December 2024
Date to be reviewed	December 2026

General Statement of Duties:

To Provide an efficient and comprehensive ophthalmic service to the patients of the St. John Eye Hospital Group under supervision.

The duties will be as a general Ophthalmologist.

Main Responsibilities:

- To maintain, improve and deliver the standard of ophthalmological practice for patients to as high a level as possible.
- To actively communicate with hospital medical staff and the trainees on all matters to do with patient care.
- To join the outreach team that goes to the West Bank when needed and to make sure patients are managed properly and necessary treatment / referral is done.
- To plan and organise hospital activities in communication with nurses and the records office with regards to outpatient and inpatient activity.
- To participate in educational programs to teach and train Residents, Medical Students, Nurses and Ophthalmic Technicians.
- To ensure that good communication between staff and patients occurs.
- Each Doctor should hold responsibility for his/her documentation on all the medical notes of the HMIS.
- Adhere to Hospital and the Ministry of Health (both Israeli and Palestinian) protocols on treatment and management of patients.
- 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:

- First Medical Degree
- Postgraduate Specialisation in Ophthalmology
- Valid relevant license to practice
- 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)
- Calm manner
- Methodical and Organised

Name:

Date:

Signed _____