
**Unit OPT Lead
for Ophthalmic Practitioner Training (OPT)
based on the Ophthalmic Common Clinical Competency Framework (OCCCF)**

Job Description & Person Specification

Ophthalmic Practitioner Training (OPT) is a competency-based training programme founded on the Ophthalmic Common Clinical Competency Framework (OCCCF). It develops non-medical ophthalmic practitioners in secondary care, enabling them to take on extended roles to support the delivery of ophthalmology.

The Unit OPT Lead is responsible for delivery of the Ophthalmic Practitioner Training Programme in their Unit. They:

- Identify and organise educational and training opportunities for Learners
- Ensure appropriate Clinical and Educational Supervision
- Promote the assessment of Learners to the required standards
- Support developments in service delivery that employ OPT Learners and Practitioners working to their full potential

In their unit they work with the Clinical Lead and College Tutor to plan how the OPT Programme fits with the future delivery of the service, and the training opportunities within it. In their region they work with the Regional OPT Lead who is part of the RCOphth Regional Team coordinated by the Regional Educational Advisor (REA), and with members of the Regional Team who can also provide them with support.

Responsibilities and Duties

Identify and organise educational and training opportunities for Learners

- When a Learner wants to join the OPT Programme, check with the Clinical Lead and College Tutor that the unit has the capacity to provide the necessary training, and clinical and educational supervision. Confirm this to the Educational Supervisor and Regional OPT Lead who will sign the enrolment form.
- Support Learners and Trainers in being familiar with the curriculum requirements.
- Advise Learners and Trainers on queries relating to the portfolio.
- Advise on the availability of local education and training opportunities
- Work with members of the RCOphth Regional Team to identify and create educational opportunities suitable for OPT Learners.

- Work with the Clinical Lead and College Tutor to identify and create suitable training opportunities in the unit for each Learner.
- Match Learners to the training opportunities that they require, and facilitate them making the most of these opportunities.

Ensure appropriate Clinical and Educational Supervision

- Allocate an Educational Supervisor to every Learner
- Ensure that Learners have a named Clinical Supervisor for every session
- Support and develop OPT Trainers and Assessors
- Act promptly on any concerns raised about the quality of training and assessment.

Promote the assessment of Learners to the required standards

- Nominate Assessors and Educational Supervisors who are suitable for these roles.
- Ensure standardisation of assessment by facilitating and participating in, the pairing of assessors during some assessments and/or setting up bench-marking events.
- Sample performance of Learners and Trainers in the Unit by:
 - supervising some Learners during part of their training.
 - assessing some WBAs for Learners.
 - supervising or assessing some evidence submitted in Learners' portfolios.
 - reviewing the quality of WBAs and CS and ES Reports in Learners' portfolios.
- Feedback to trainers on the quality of their performance as a supervisor and assessor.
- If requested by the Regional OPT Lead:
 - perform End of Level Assessment for Learners in other units.
 - handle appeals from adjacent units.

Support developments in service delivery that employ OPT Learners and Practitioners working to their full potential

- Review patient pathways and identify the parts that can be delivered by OPT Learners and Practitioners of different Levels, and encourage their inclusion.
- Promote the introduction of new ways of working that ensure that OPT Learners and Practitioners are contributing to their maximum potential.

Time Commitment

Timing is flexible, and partially dependent upon the number of Learners in the unit. Some of the activities will be performed during existing working time (eg: training), whereas others will require separate time allocation (eg: planning training or service delivery).

Time will be spent:

- Planning and supporting OPT education and delivery of the OPT Programme
- Meeting with Learners, Trainers and Service Leads/Managers
- Educating, training, supervising and assessing Learners

Appointment and term of office

One Unit OPT Lead is identified for each unit. In their unit they work with the Clinical Lead, College Tutor and Trainers. In their region they work with the Regional OPT Lead and other

members of the RCOphth Regional Team coordinated by the Regional Educational Advisor. It is suggested that the appointment is reviewed at intervals to give others the opportunity of holding the role.

Eligibility

- Ophthalmologist, Orthoptist, Optometrist or Ophthalmic Nurse
- Member of their professional organisation (RCOphth, BIOS, CoO, RCN)
- Registration with their professional regulatory body (GMC, HCPC, GOC, NMC)
- Undertaking active secondary ophthalmic clinical care in the unit
- Recognised postgraduate trainer for their own profession

Appointment Process

Interest will be sought through communications within the unit.

Spontaneous expressions of interest to the Regional OPT Lead are encouraged.

The Regional OPT Lead identifies an appointee after appropriate discussions in the unit, eg: including Clinical Lead, College Tutor and Heads of Department for Orthoptics, Optometry and Ophthalmic Nursing.

The appointee may also hold the Regional OPT Lead role and/or an OPT Educational Supervisor role; but should ensure that for each Learner, a variety of assessors is maintained, with externality of assessment where necessary.

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Regional Ophthalmic Practitioner Training (OPT) Lead – Person Specification

Criterion	Essential	Desirable
Eligibility	<p>Ophthalmologist, Orthoptist, Optometrist or Ophthalmic Nurse</p> <p>Member of their professional organisation (RCOphth, BIOS, CoO, RCN)</p> <p>Registration with their professional regulatory body (GMC, HCPC, GOC, NMC) with Licence/Fitness to Practice</p> <p>Undertaking active secondary ophthalmic clinical care in the region</p> <p>Recognised postgraduate trainer for their own profession</p> <p>Up-to-date appraisal and revalidation, or professional performance review, with demonstrable commitment to continuing professional development</p> <p>UK resident</p>	
Knowledge	<p>Detailed understanding of the curriculum, portfolio and assessment structure of OPT</p> <p>Educational processes including planning, delivery, supervision and evaluation of curriculum-based teaching and its assessment</p> <p>Processes for global supervision of Learners, including feedback, appraisal, portfolio review, personal support and managing Learners in difficulty</p> <p>Standards required for certification as an OPT Practitioner</p>	<p>Familiarity with the principals of mentoring and buddying</p>
Training	<p>Current certificate in equal opportunities and diversity training</p> <p>Training in educational supervision, feedback, appraisal and assessment</p>	<p>Attendance at an appropriate RCOphth TTT Course</p>
Experience	<p>Delivery of postgraduate teaching and supervision for one or more ophthalmic professions</p>	<p>Organisation of an educational programme</p> <p>Significant leadership role in the department or region</p>

		Support of learners/colleagues through appraisal, educational supervision or mentoring
Educational roles	Active involvement in teaching, supervision and assessment of ophthalmology trainees or non-medical ophthalmic professionals	Appointment to recognised educational roles, eg: educational lead, clinical or educational supervisor
Communication Skills and Behaviours	Ability to communicate using good written and verbal skills with all stakeholders, eg: learners, trainers and colleagues Ability to work to tight timescales	Ability to chair discussions Ability to encourage and influence colleagues Engenders respect from colleagues
IT skills	Microsoft office	
Other	Agreement from NHS Trust to give support to fulfil the role	