

# JOB DESCRIPTION

Job Title: **OPTOMETRIST**

Reports to: **Branch Manager**

## JOB PURPOSE:

- To perform sight tests and offer the best clinical and technical advice and care for our patients on an individual basis in order to maintain the health of our patients' eyes.
- Work co-operatively, productively and support the Branch Manager to strive to achieve targets

## PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Provide eye examinations tailored to each patient on an individual basis.
- Provide contact lens assessments, fitting and aftercare appointments as required by each patient.
- Provide visual field (including DVLA) and retinal imaging assessment as required.
- Adhere to Leightons, GOS and GOC policies and procedures at all times.
- Ensure all equipment is in good working order.
- Ensure any issues/problems with instruments are raised immediately with the branch manager.
- Keep all paperwork and stationery up to date.
- Ensure all required drugs are in stock and within use by dates.
- Keep the consulting room clean and tidy.
- Ensure contact lens diagnostic banks are kept within date and well stocked.
- Ensure sufficient starter packs are in stock.
- Audit your support staff skills for visual field assessment, I & R appointments and optomap on a regular basis.
- Order contact lenses for patients as required.
- Assist other members of the practice team as required, including supervision, coaching and training of others
- Promote products, services and maximise opportunity to sell accessories and Hearing Care services/products
- Assisting the Branch Manager in tracking and monitoring branch performance, actively develop and promote strategies within the practice to increase branch performance
- Operate in line with company policies, procedures and current legislation at all times
- Maintain high standards at all times of personal appearance, timekeeping, attendance and respect of company property

**Key Attributes:**

- Motivated and focused on achieving own goals.
- Confident about working within a team.
- Commercially aware, and happy to offer the customer what they need.
- Dedicated to exemplary patient service to ensure patient satisfaction.
- Excellent communication skills, with empathy and patience.
- Desire to do, see and enjoy a job well done.

**EQUIPMENT USED:**

- Optometrist instruments used and purpose
- Computer – data entry
- Slit Lamp Microscope – to assess the health of the anterior eye
- Keratometer – to measure the curvature of the cornea
- Ophthalmoscope - to assess the health of the posterior eye
- Retinoscope – to objectively measure the refractive error
- Pulsair or Goldmann tonometer – to measure the intraocular pressure
- Optomap – scanning laser ophthalmoscope to provide a wide field image of the retina
- Henson Compact 6000 or the Henson 7000 – visual field analyser
- NIDEK Retina DuoScan Photo OCT