

LEIGHTONS

OPTICIANS & HEARING CARE

Recently Qualified Optometrist Reports to: Branch Manager

ROLE 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 cooperatively, productively and support the Branch Manager to strive to achieve the practice target.

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 your 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