

Information on KSF and Hospital Optometrists

1. THE NHS KNOWLEDGE AND SKILLS FRAMEWORK (NHS KSF)

“The NHS KSF defines and describes the knowledge and skills all NHS staff need to apply in their work to deliver quality services. It aims to provide a single, consistent, comprehensive and explicit framework on which to base review and development of all staff.”

The KSF applies to a post not a person and every post will have a framework consisting of all 6 of the core dimensions and up to 7 additional specific dimensions.

The 6 core dimensions are set at: -

1. Communication,
2. Personal and people development,
3. Health, safety and security,
4. Service Improvement,
5. Quality,
6. Equality and diversity.

The specific dimensions are selected from 24 possibilities. For guidance, any specific dimension selected should be relevant to at least 80% of the job. Once a dimension is identified as relevant, a level 1-4 within that dimension needs to be agreed. This is the level at which a person needs to apply their knowledge and skill for that post.

With reference to the *Agenda for Change* family of published optometry profiles the following table was produced. This shows suggestions for KSF dimensions and levels appropriate for these profiles. This would be applicable for those staff whose job descriptions are matched to a specific profile.

In order to assist hospital optometrists in developing a KSF for the posts they manage, a small working group has applied their knowledge and experience and interrogated the KSF handbook in some depth. This is a suggested starting point when producing KSFs. It must be used in conjunction with the KSF handbook (Department of Health, October 2004) and your own job descriptions.

2. SPECIFIC DIMENSIONS FOR OPTOMETRISTS

2 (a) Necessary Dimensions

The following **five** specific dimensions have been suggested as necessary for optometry posts: -

1. HWB6 “*Assessment and treatment planning*”,
2. HWB7 “*Interventions and treatments*”,
3. G3 “*Procurement and commissioning*”,
4. G4 “*Financial management*”,
5. G6 “*People management*”.

2 (b) Optional Dimensions

The following **four** specific dimensions may be relevant to particular posts and / or departments: -

1. HWB9 -“*Equipment and devices to meet health and well being needs*”– may be applied to contact lens fitting/adaptations, spectacle dispensing and low vision devices. Level 2 may be appropriate for some optometrists, with level 3 for optometrists involved, as a significant activity, in the manufacture of devices, e.g contact lenses.
2. G5 – “*Services and Project Management*”
3. IK2 – “*Information Collection and Analysis*” may be relevant to optometrists involved, as a significant activity, in research, publications, and clinical audit.
4. G1 – “*Learning and Development*” may be relevant to optometrists involved, as a significant activity, in teaching.

Note: A level descriptor has not been assigned for the **optional** dimensions (except for HWB9) since, if selected, it is likely to vary for each person’s post and are excluded from the attached KSF Outline Table.

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3. KSF Outline Table

The attached table includes the level descriptors for all grades of optometry posts, for the six core dimensions and the five specific dimensions. Level 4 is understood to be relevant for posts where the particular dimension is the main activity of the job. The level descriptors outlined in the table may vary considerably between hospitals and are only intended to be a starting guide for discussions locally.

DIMENSION	<i>LEVEL DESCRIPTORS</i>				
	Trainee	Optom	Specialist	Principal	Consultant
CORE					
1. Communication	2	3	3-4	3-4	4
2. Personal & people development	1	2-3	3	3-4	4
3. Health Safety & security	1	2	2-3	3	3
4. Service Improvement	1	1-2	2-3	3-4	3-4
5. Quality	1	1-2	2	3	3-4
6. Equality & Diversity	1	2	2	3	3

HEALTH & WELLBEING					
HWB6 Assess&Treatment planning	2	3	3-4	4	4
HWB7 Interventions & treatments	2	3	3-4	3-4	3-4

GENERAL					
G3 Procurement & Commissioning		1	1-2	2	2-3
G4 Financial Management				1-2	1-3
G6 People Management			1	2-3	2-3