

Trainee Dispensing Optician

Do you want a professional career without having to go to University? To get paid and study towards a qualification through distance learning at the same time? Come and join our team!

This is a great opportunity for someone in Shetland to have a valued career in optics. A Dispensing Optician (DO) is a qualified optical professional specialising in the supply of optical lenses and spectacles. This is an ever expanding and changing profession with a focus on ensuring that customers are supplied with the best product to fulfil their individual optical needs.

Our practice strives to provide the best customer experience with regards to eye health, choice of designer eyewear and patient care. Having staff who are good communicators, motivated, friendly and have an eye for detail is vitally important to us. You will be given full training for this career both in practice and through a recognized ABDO distance learning 3 year dispensing qualifications.

This will be a varied role and will include:

- Supporting the eye test clinic both in making appointments, dealing with queries and greeting patients as well as performing some of our clinical tests to support the Optometrist.
- Administration and maintenance of patient records, databases and NHS paperwork.
- Contact lens management and teaching patients how to insert and remove contact lenses.
- With time and training, doing spectacle adjustments, repairs and advising customers on frame choice and spectacle lenses. Also, problem solving for patient issues and concerns.
- 3 year ABDO distance learning diploma course in Ophthalmic dispensing including four weeks block release per academic year at ABDO college in Godmersham. All fee's, travel and accommodation included in training package.
- Once professional qualification completed future expansion, both clinically and in a business role, is likely.

For this position, no previous experience is needed as full training will be given. Academic dispensing training will be undertaken through the ABDO three year diploma (FBDO). This will require an aptitude for maths and science and higher qualifications are necessary for entry to the dispensing course. You need to be positive, articulate and polite as well as being a good multitasker and problem solver. You must be good with people, have an organized approach and always be happy to help. Wearing spectacles and contact lenses is useful but is, by no means, essential.

Closing date: Monday 3rd June 2024

Enquiries to be made in the form of a current Curriculum Vitae with covering letter and should be emailed to andrew@icareshetland.com.

Job Description

| Job Element | Detail |
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| Job Title | Trainee Dispensing Optician |
| Location | ICare Shetland, Lerwick |
| Type of position | Full Time |
| Main Purpose | To train in practice to become a qualified Dispensing Optician carrying out spectacle dispensing duties as well as general practice duties. |
| Duties and Responsibilities | <ul style="list-style-type: none"> • Being the first point of contact for patients in the practice, face to face and over the telephone. • Assisting patients with queries relating to every aspect of wearing spectacles and contact lenses. • Giving patients demonstrations on how to insert and remove contact lenses. • Managing the practice appointment diary, giving consideration to patient appointment requests and staff availability. • Assisting Optometrist in taking retinal images, scans and performing visual field tests. • Stock control and ordering. • General housekeeping duties to ensure the practice is clean, tidy and presentable. • Other ad-hoc duties as and when required. <p>You would also be working towards:</p> <ul style="list-style-type: none"> • Advising customers on appropriate frame selection. • Dispensing of spectacle lenses based on prescription and patient need. • Adjustment and repair of spectacle frames. • Problem solving for complex optical needs and issues. |
| Salary and Benefits | <ul style="list-style-type: none"> • £20,000 to £22,000 per annum. Will increase with professional progression. • 28 days holidays inclusive. |

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| Training Given | <ul style="list-style-type: none"> • In house training. • Three year diploma course in Ophthalmic dispensing – leading to ABDO level 6 FBDO qualification. Some learning at home/outwith working hours will be required. • Distance learning and four week block release per academic year at Godmersham. |
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Personal Attributes

| Requirement | Detail | Essential/Desirable |
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| Entry Qualifications | <ul style="list-style-type: none"> • Higher grade qualifications including English, Maths and a Science (C,C,C) or equivalent. | Essential |
| | <p style="text-align: center;">And</p> <ul style="list-style-type: none"> • Evidence of learning within the last five years. | Desirable |
| Experience | <ul style="list-style-type: none"> • Experience dealing with the public in a service environment. | Desirable |
| Skills and Competencies | <ul style="list-style-type: none"> • Excellent communications skills. | Essential |
| | <ul style="list-style-type: none"> • Good problem solver | Essential |
| | <ul style="list-style-type: none"> • Ability to prioritize and manage own workload. | Essential |
| | <ul style="list-style-type: none"> • Working as part of a team. | Essential |
| | <ul style="list-style-type: none"> • Ability to maintain high levels of patient confidentiality. | Essential |
| | <ul style="list-style-type: none"> • Mathematically minded. | Desirable |
| Personal Attributes | <ul style="list-style-type: none"> • Manual dexterity. | Desirable |
| | <ul style="list-style-type: none"> • Confident | Desirable |
| | <ul style="list-style-type: none"> • Friendly and outgoing | Essential |
| | <ul style="list-style-type: none"> • Motivated | Essential |
| | <ul style="list-style-type: none"> • Sense of style | Desirable |
| | <ul style="list-style-type: none"> • Attention to detail | Desirable |

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| <i>Other</i> | <ul style="list-style-type: none">• Competent using a wide range of computer applications (Microsoft Office etc) | Desirable |
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