



BIOS | BRITISH AND IRISH
ORTHOPTIC SOCIETY

Guidance on your CV and how to demonstrate the essential criteria

- Usually if you do not meet the essential criteria you will not be shortlisted for interview. It is vital therefore that you **clearly and explicitly signpost** how you meet these criteria in the application form/CV.
- If you can meet some of the desirable criteria as well, this will strengthen your application and help secure an interview where there are many candidates. Again **clearly and explicitly signpost** how you meet these criteria in the application form.
- It may be unrealistic to be able to meet some or most of the desirable criteria so don't be put off by this aspect of the application.
- The list below is a guide and the actual criteria may vary depending on the institution where you are applying.
- If the criteria on the application are listed in categories as below it may well be useful to structure your personal statement on your CV or application form in the same way. You need to make it as simple as possible for the person shortlisting your application to tick off that you have satisfied each criteria. Therefore indicate clearly e.g. use sub-headings 'evidence of assessing students in clinical and theory'. Use the same wording in the criteria to demonstrate where you are signposting experience for that aspect e.g. 'Evidence of well-developed oral and written communication skills': then explain with examples how you have e.g. produced written reports (the remit of the report, length, who this was for etc.).
- Ensure you tailor your CV to the post you are applying for and get some experience using PowerPoint/giving a presentation as it is likely that this will form part of the interview process.
- Identify some research interests and areas you would like to pursue, these could be clinical aspects or exploring innovative teaching methods for example.
- If you are interested in moving to a lecturer post in the future, start gathering the evidence for the essential criteria now, make links with the university and arrange to view some teaching and get a greater understanding of what is involved as a lecturer (it will generally involve three components – teaching involving a range of different methods, research that is either clinical or educational or both and an administrative area e.g. placements, admissions, assessment officer etc.). Get involved with clinical skills teaching at the university, doing a guest lecture and see if you can collaborate with any research projects that are happening etc.

Essential Criteria	Tips on how to gain the necessary criteria
Education & Professional Qualifications	
Recognised professional qualification in Orthoptics	This will be the diploma or BSc/MSc that enabled you to work as an orthoptist
Current registration with the HCPC	It is likely that you will have this but ensure your registration is active
Masters degree in a relevant subject or currently registered on a Masters programme or equivalent level of clinical experience in a relevant subject area	There are opportunities to gain a Masters degree either by studying a specific Masters in Vision and Strabismus, Ophthalmology Advanced Clinical Practice (Paediatrics) (UoS) https://www.sheffield.ac.uk/ahpnm/postgraduate/orth-courses or a Masters in Advanced Clinical Practice (incorporating orthoptic postgraduate modules (UoL) https://www.liverpool.ac.uk/courses/advanced-practice-in-healthcare-msc or individual Masters modules in postgraduate orthoptics https://www.liverpool.ac.uk/allied-health-professions-and-nursing/study-with-us/cpd/orthopticsmodules/ (check when applying if individual Masters modules will be acceptable to meet the essential criteria or if a full Masters degree is required). Alternative Masters degrees in Vision Science related subjects would also be an option.
Evidence of recent CPD	This would be strengthened if the CPD is active rather than passive e.g. presentation at a conference vs. attendance but include as much as possible: relevant courses, postgraduate skills acquired, any publications (consider producing a short paper if you do not have any current publications or collaborating with a colleague at a university) other suggestions of what can be included can be found here https://www.hcpc-uk.org/cpd/completing-a-cpd-profile-for-audit/cpd-evidence/
Experience	
Qualified and registered orthoptist, working within the NHS or equivalent as part of a healthcare team for a substantial period of time	It is likely that you will easily meet this if considering an application
Good knowledge of the Orthoptics curriculum and significant experience delivering formal teaching of clinical skills to undergraduates or postgraduates	Make links with the Head/Professional Lead at one of the university departments offering orthoptics and enquire about doing some clinical skills teaching at the university and/or you could do a guest lecture on the area of your specialised

	practise. Find out from the different universities how the courses are structured.
Current assessment experience in a clinical or academic setting and providing constructive feedback	Assessment experience and evidence of giving feedback is probably easiest to gain via students coming to your hospital department on clinical placement. If you do not have orthoptic students, is this something you could initiate? It is also useful to get as many different types of assessment experience as possible – enquire if you could contribute to the assessment of any clinical exams at a university. Enquire with a university if there is any possibility of marking straightforward assessments.
Skills, General and Special Knowledge	
Evidence of significant relevant clinical practice including a wide range of clinical examinations & procedures	Draw evidence from your job description in your post, detailing the range and depth of experience you have in different clinical areas.
Knowledge of the training requirements for the students on the Orthoptics programme	Ask for documentation from the university about how the course is structured, the different teaching and assessment methods, how placements are organised, do they do a research project or literature review dissertation etc. Ensure you have a good understanding of the course and structure for the university where you are applying for the post.
Experience of fostering effective relationships (teamwork) at all levels, both internally and externally (e.g. academia, professional bodies, NHS England or equivalent, clinical practice)	You could draw on links you have made with the clinical department at the university, offering placements, arrange a secondment or reciprocal arrangement e.g. where you spend one day teaching at the university and a member of staff from the university undertakes clinical work maintaining their clinical links/expertise at your hospital. Consider undertaking a role with BIOS to gain further experience and provide evidence of a collegiate approach.
Evidence of well-developed oral and written communication skills	This could be evidenced by presentations from a local level at your hospital or regional CPD days, but also consider presenting at a more formal conference if possible such as BIPOSA or the BIOS conference/symposium are good places to start. Provide examples of any formal documents that you have produced or contributed to e.g. audit reports, publications, strategy documents etc.

Personal Attributes and Circumstances	
Evidence of ability to work flexibly, responsively and under own initiative	Provide examples of where you have lead on any projects describing what you did and describe the outcome/impact of your leadership.
Evidence of ability to adapt and cope with a changing complex environment and ability to meet deadlines	Similar to the example above indicate any projects or roles where you have had to deliver an outcome and how this was managed to ensure it met the deadlines and was successful.