

Terms of Reference (TOR) Optometrist

- Project: HANDS DO's – Dadu & Larkana
- Duty Station: Dadu / Larkana / SIOVS – Hyderabad
- Reporting Line: Project Manager
- Number of Positions: 03 (01 – Dadu; 02 – Larkana)
- Contract Type: Project-Based
- Age Limit: 25–45 Years
- Qualification: Optometrist
- Experience: Minimum 2 years of clinical experience

1. Background

HANDS, under its community-based eye health initiative in collaboration with CBM International and with the technical support of Sindh Institute of Ophthalmology and Visual Sciences (SIOVS) Hyderabad, aims to strengthen access to primary eye care services for underserved populations in Dadu and Larkana. To support this initiative, the services of qualified Optometrists are required to conduct comprehensive vision assessments, deliver community outreach services, and contribute to early detection, prevention, and management of eye health concerns within the community in the target project areas.

2. Objective of the Assignment

The primary objective of the Optometrist's assignment is to deliver high-quality clinical and community-based eye care services, aligned with the standards of the World Council of Optometry (WCO), and to support the effective implementation of HANDS'/SIOVS eye health program through screening, diagnosis, referral, and awareness raising.

3. Scope of Work

A. Clinical Services

- Conduct comprehensive eye examinations, including refraction, cycloplegic refraction, and advanced refraction for all age groups.
- Performing low vision assessments and prescribing appropriate low-vision aids.
- Prescribing and fitting hard and soft contact lenses.
- Conducting advanced visual function assessments (e.g., binocular vision, accommodation tests).
- Detecting, diagnosing, and referring ocular diseases and abnormalities to ophthalmologists/specialists as needed.
- Using slit lamp bio-microscopy and applanation tonometry proficiently
- Ensure accurate patient record management and compliance with clinical protocols.
- *Ensure adherence to infection control, sterilization, and patient safety guidelines.*

- *Ensure proper counseling on eye conditions, spectacles use, and follow-up care*

B. Community Eye Health Activities

- Participate in school screening and community-based eye screening according to the project work plan.
- Collaborate with Social Organizers to ensure efficient team functioning and community mobilization and outreach.
- Provide training and capacity building to LHV, LHW, teachers, and basic project staff on vision testing and eye health promotion.
- Support awareness activities promoting six healthy signs of the eye and eye health practices.
- Serve as an active and cooperative team member during field and outreach operations.

C. Data Management & Reporting

- Maintain complete, accurate, and timely clinical and screening records.
- Assist in data collection, entry, organization, and basic analysis as per project requirements.
- Uphold data confidentiality and ethical handling practices.
- Prepare and submit weekly, monthly, and ad-hoc activity reports to the Project Manager.
- Contribute data for Monitoring, Evaluation, Accountability, and Learning (MEAL) processes.

D. Research & Program Support

- Participate in operational or field research activities related to eye health, as assigned.
- Support the planning, organization, and implementation of eye camps and community outreach events.
- Contribute to monitoring, evaluation, and quality improvement of program activities.

4. Accountability

- The Optometrist will report directly to the Project Manager.
- When posted at RHC, THQ, or DHQ, the Optometrist will also remain accountable to the Medical Superintendent of the respective facility.
- Compliance with HANDS policies, professional ethics, and field discipline is mandatory.
- Participate in routine staff meetings, supervisory sessions, trainings, and performance reviews as required.

5. Deliverables

- Weekly and monthly clinical and screening activity reports submitted on time.
- Accurate documentation of patient records, referrals, and follow-up outcomes.
- Active participation in all scheduled outreach events, screenings, and program activities.
- Training sessions conducted for community and project staff (if required).
- Contribution to research data and findings, when applicable.
- Compliance with defined quality and performance standards of the project.

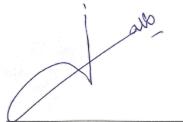
6. Required Competencies

- Strong clinical skills in refraction, ocular assessment, diagnostic and patient management
- Proficiency in slit lamp bio-microscopy and applanation tonometry.
- Ability to work effectively in both facility-based and community settings.
- Strong communication, teamwork, and interpersonal skills.
- Ability to conduct training and capacity-building activities.
- Competency in data management, reporting, and use of basic digital tools.
- Commitment to community eye health and willingness to travel frequently within project areas.

7. Duration and Location

This is a project-based assignment.

The Optometrist will be stationed in Dadu, Larkana, or SIOVS Hyderabad, with frequent travel to field sites, schools, screening venues, and rural communities as required by the program.

A handwritten signature in black ink, appearing to read "Jalil Ahmed Rajper". The signature is fluid and cursive, with the name "Jalil" and "Ahmed" on the first line, and "Rajper" on the second line.

Jalil Ahmed Rajper
Deputy Director
Community Services
SIOVS Hyderabad