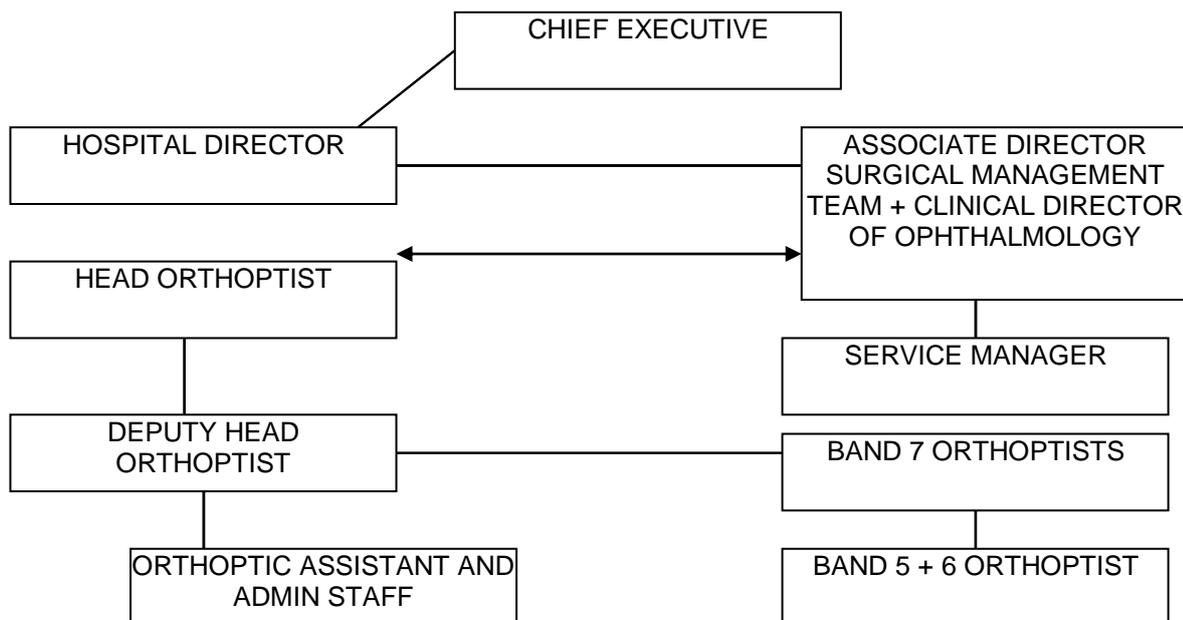


## Job Description

1. Job Details	
Job title:	ORTHOPTIST
Current Job grade:	BAND 5
Reports to (Title):	HEAD ORTHOPTIST
CMT:	SURGICAL BUSINESS UNIT
Department/Ward:	ORTHOPTIC DEPARTMENT, OUTPATIENTS
Location/Site:	BASE - PILGRIM HOSPITAL

2. Job Purpose
<p><b>ROLE OF DEPARTMENT:</b> To provide an Orthoptic outpatient facility to meet the needs of the population</p> <p><b>JOB PURPOSE:</b> To provide diagnosis, management and treatment of patients referred to the Orthoptic Department for various clinics including, General Paediatrics, Special Needs Paediatrics, Ocular Motility Clinics. To be responsible as an autonomous practitioner and to be professionally and legally accountable and responsible for all aspects of own work in the evaluation of visual acuity and visual behaviour in referrals, responsible for planning and implementing and monitoring individual orthoptic treatment plans/care pathways for patients of all ages using advanced clinical reasoning and evidence based practice. This includes infants with strabismus (squint) and amblyopia, congenital or developmental abnormalities, genetic referrals, adult illiterates and children and adults with significant learning difficulties as well as ocular motility defects in both children and adults.</p> <p>To effectively communicate complex clinical information in a clear manner to the patient/carer and other professionals to ensure an understanding of the condition and its treatment.</p> <p>To contribute to the efficient running of outpatient clinics of the ophthalmology service.</p> <p>To carry and prioritise own clinical workload</p>

## Organisation Chart



## 4. Duties

1. To assess and diagnose new patients and formulate a programme of treatment with support from a more senior orthoptist
2. To provide condition related information to patients/carers. This may be of a sensitive nature and will need to be phrased so there is a full understanding of the condition
3. To manage and review patients as appropriate and to record all investigations, treatment and treatment plans in case notes.
4. To discharge patients appropriately with relevant correspondence.
5. To instruct patients (or carers) on a continuous course of home treatment if appropriate.
6. To deal with telephone and face to face and computer enquires from patient, carers and others.
7. Undertake in house training in order to carry out duties requiring special skills as required to support the Orthoptic and Ophthalmology Department, OCT, Fundus Photography, Visual processing.
8. To liaise with Orthoptic staff, consultants, medical and nursing staff and others as required.
9. Other general duties to aid the smooth running of the department, such as organising appointments, filing etc.
10. Adhere to Trust, Directorate and Departmental policies with regard to Health and Safety, Fire, Risk assessment
11. Adhere to Departmental and Professional Quality Standards and Guidelines  
To demonstrate the appropriate level of Standard of Competency to Practice at all times

- |     |  |
|-----|--|
| 12. | Contribute as a team member to the development of the Orthoptic department<br>Participate in special surveys, trials and research projects as appropriate.               |
| 13. | To partake in departmental audit, research and journal club.   |
| 14. | Continuing Professional Development. To maintain up to date knowledge of techniques and technology and to attend appropriate training. This activity should be recorded. |
| 15. | To undergo further training as required to learn new skills for service development  |

## 5. Physical and Mental Skills

- ◆ A degree/diploma in Orthoptics
- ◆ Excellent written and verbal communication and relationship skills are required to obtain an accurate history and complete a patient investigation and disseminate this information to all involved parties.
- ◆ The ability to encourage and persuade very young children, the elderly or patients with learning difficulties or speech and language or cognitive difficulties(i.e. post stroke) to comply with investigations, and to explain the diagnosis and treatment plan to patients/carers.
- ◆ The ability to negotiate, persuade and motivate the patient to comply with treatment as well as being able to explain the consequences of non-compliance with recommended treatment.
- ◆ Information obtained may be complicated and/or sensitive and the post holder should have the ability to demonstrate empathy, diplomacy and patient confidentiality at all times.
- ◆ The ability to be a team member and liaise with and give detailed medical information to all members of the orthoptic team and other professions as necessary, particularly in case discussions regarding a patients treatment, prognosis and surgical requirements. Information is regularly exchanged between patient, GP, Optometrist, Ophthalmologist, School nurse, teacher and other Health professionals.
- ◆ The organisation and planning of clinics requires good communication channels between orthoptist, medical records staff, clerical assistants and medical secretaries.
- ◆ The post holder may need to deal with complaints
- ◆ The ability to teach, present and demonstrate orthoptic tests to optometry students, junior medical staff and health visitors and other staff
- ◆ The ability to analyse the information obtained throughout an investigation to reach a diagnosis, to consider the options available, to formulate an appropriate treatment plan, make recommendations and to modify as required is essential to the post
- ◆ The ability to plan and prioritise own work load, CPD
- ◆ The post holder must be flexible, adaptable and able to cope with change
- ◆ Investigations require significant manual dexterity and hand-eye co-ordination particularly when measuring angles of squint pre and post operatively and with adjustable sutures. Speed is essential when dealing with very young children or the elderly and infirm who have a limited concentration span
- ◆ Record keeping
- ◆ Good IT and Keyboard skills
- ◆ Basic research and audit skills

<b>6. Responsibilities of the Post Holder</b>

- ◆ To work as an autonomous practitioner, legally and professionally responsible and accountable for the investigation, diagnosis and management of Orthoptic patients
- ◆ To prioritise own clinical workload and keep accurate contemporaneous records
- ◆ Support the development of Orthoptic service
- ◆ Use all equipment safely and without risk to patients
- ◆ To liaise with other health care professionals and others when required
- ◆ Directly involved in the teaching of other health professionals in aspects of orthoptic investigation practical and theory
- ◆ Continued Professional Development
- ◆ To work within Professional Guidelines
- ◆ Maintain registration with the Health Professions Council and abide by their rules and regulations
- ◆ Knowledge of departmental and Trust policies and procedures
- ◆ To be involved in Orthoptic service development and promoting the profession
- ◆ To undergo further training as required.

United Lincolnshire Hospitals Trust is committed to safeguarding and promoting the welfare of children, young people and adults, both as service users and visitors to Trust premises. All staff have a responsibility to safeguard and promote the welfare of children and adults. The post holder, in conjunction with their line manager, will be responsible for ensuring they undertake the appropriate level of training relevant to their individual role and responsibilities and that they are aware of and work within the safeguarding policies of the Trust.

The post holder is expected to treat patients, service users and carers with courtesy, care and compassion at all times, treating each person as an individual by offering a personalised service. Trust staff will adopt behaviours and attitudes which promote, supports and respects privacy and dignity in accordance with the Trust Dignity policies and dignity in care pledges. Staff are expected to challenge poor practice in relation to dignity and treat each other with respect.

United Lincolnshire Hospitals Trust is committed to providing consistently excellent and safe patient-centred care for the people of Lincolnshire, through highly skilled, committed and compassionate staff working together. We do this by putting our patients at the centre of all that we do and providing the best quality care with passion and pride. We have a set of values that inform every action we take and every decision we make. They are the foundation of what United Lincolnshire Hospitals NHS Trust stands for, and encompass a desire in all of us to provide the highest quality of care to patients and each other.

All staff are required to advocate, champion and demonstrate the below values and behaviours

<b>Patient centred</b>	I am fully committed to providing the very highest standards of care to our patients
<b>Safety</b>	I do everything I can to keep my patients and my colleagues safe
	I keep my environment clean and tidy
	I recognise when something is going wrong and I have the courage to do something about it
<b>Compassion</b>	I show a genuine concern for my patients and my colleagues
	I communicate well with others, listening and showing an interest in what they have to say
	I am positive, approachable and friendly

<b>Respect</b>	I treat my patients and my colleagues with dignity and respect
	I work openly and honestly as part of an effective team
	I keep my promises and do what I say I will, when I said I will, or I will provide an explanation if I can't
<b>Excellence</b>	I will always go the extra mile and improve things for my patients and my colleagues
	I am competent to carry out my role and committed to my personal and professional development
	I will share good ideas and best practice and encourage my team members to do so too

## 7. Freedom to Act

The post holder will be expected to work unsupervised, individually and as part of a team, using own initiative. The post holder will be expected to work within Professional, Departmental and Trust policies, procedures and guidelines. Senior staff are available for discussion and consultation. The post holder is accountable to the Head Orthoptist.

## 8. Physical Mental and Emotional Effort Required

- ◆ The post requires light physical effort, moving portable equipment, patients in wheelchairs. Examining active toddlers involves kneeling/crouching on a daily basis.
- ◆ Orthoptic investigation requires repetitive accurate hand movements. Computers are used daily
- ◆ The clinical area is very busy with constant interruptions from other staff, patients and carers
- ◆ Intense concentration is required in all aspects of the orthoptic investigation in order to reach an accurate diagnosis as does the formulation of individual treatment plans and negotiation with the patient/carer to carry out the former
- ◆ Accuracy is essential in documentation and record keeping
- ◆ The role involves teaching, demonstrating and answering questions from other staff members and students
- ◆ The role requires reflective practice, clinical audit and journal reading
- ◆ The role requires attendance at training courses, clinical meetings etc.
- ◆ The role infrequently requires exposure to distressing and emotional circumstances.

## 9. Outline of Working Conditions

- ◆ The post holder may be required to commute to peripheral clinics and work single-handed at times.
- ◆ Exposure to unpleasant working conditions is rare
- ◆ The job may require assessing patients with eye infections. Ill patients may occasionally vomit or be incontinent during examination
- ◆ Head lice is a frequent hazard
- ◆ The post holder may be exposed to patients with MSRA, CMV and other viral infections
- ◆ The post holder may be exposed to aggressive behaviour from patient/carers

## Person Specification

Post of .....Band 5 Orthoptist.....

Job Related Criteria	Essential	How Identified	Desirable	How Identified
<b>Qualifications</b> (Academic, Professional & Vocational)	<ul style="list-style-type: none"> <li>Registration with Health Professions Council</li> </ul>	Exam certificate Registration documents	Clinical Tutors Qualification	Certificate
<b>Previous Experience</b> (Nature & Level)			<ul style="list-style-type: none"> <li>Experience as an orthoptist</li> <li>Evidence of CPD</li> <li>Glaucoma, VF, OCT experience</li> </ul>	Interview Application form References

<b>Evidence of Particular:</b> - Knowledge - Skills - Aptitudes	<ul style="list-style-type: none"> <li>• Demonstrate flexible approach to care.</li> <li>• Effective Communication</li> <li>• Ability to work in a multi-skilled environment</li> <li>• Computer literate</li> <li>• Prioritise workload</li> <li>• Reflective practice</li> <li>• Awareness and Knowledge of the dignity in care agenda.</li> <li>• Ability to evidence/demonstrate key values and behaviours in line with the Trust framework: <ul style="list-style-type: none"> <li>➢ Patient Centred</li> <li>➢ Safety</li> <li>➢ Compassion</li> <li>➢ Respect and</li> <li>➢ Excellence</li> </ul> </li> </ul>	Interview Application form References	<ul style="list-style-type: none"> <li>• Identifies training needs for own development and service development</li> <li>• Reflective practice</li> <li>• Teaching skills/presentation skills</li> </ul>	Interview Application form References
<b>Specific Requirements</b>	<ul style="list-style-type: none"> <li>• Ability to work on own initiative and as part of a team</li> <li>• Ability to seek advice when needed</li> <li>• Contributes to journal club and audit etc</li> </ul>	Interview Application form References	<ul style="list-style-type: none"> <li>• Undertakes self directed study to expand own knowledge base</li> </ul>	Interview Application form References

## **Job Description Agreement**

I declare that I have read the Job Description and Person Specification and confirm that this is an accurate and fair description of the role.

**Signature**

**Date**

**Job Holder:**

**Line Manager:**