

# Job Description and Person Specification

**Working in partnership**

The Royal Wolverhampton NHS Trust  
Walsall Healthcare NHS Trust



Care Colleagues  
Collaboration Communities

## Vision

Our vision is to 'To deliver exceptional care together to improve the health and wellbeing of our communities'. Our vision has been updated to reflect the closer working of our organisations and to focus on our core purpose of improving the health and wellbeing of our communities.

A vision is more than a few words – it reflects our aspirations, helps to guide our planning, support our decision making, prioritise our resources and attract new colleagues.

## Strategic Aims and Objectives

Our strategy is based around four strategic aims - referred to as the Four Cs.



<b>Care</b>	Excel in the delivery of <b>Care</b>	
<b>Colleagues</b>	Support our <b>Colleagues</b>	
<b>Collaboration</b>	Effective <b>Collaboration</b>	
<b>Communities</b>	Improve the health and wellbeing of our <b>Communities</b>	

Our strategic aims reflect our four key areas of focus and consider the key influences from the environment within which we operate.

Our aims incorporate feedback from colleagues working for both organisations as well as the public and external stakeholders, e.g. the Integrated Care Board and other providers.

Our strategic aims are underpinned by strategic objectives (detailed later in the document) – these are more specific measures which we use to judge our achievement.

# Job Description

## 1. Job Details

<b>Job Title:</b>	Specialist Orthoptist
<b>Band:</b>	Band 6
<b>Reports to (Title):</b>	Shelagh Baynham, Head Orthoptist
<b>Trust Website:</b>	<a href="http://www.royalwolverhampton.nhs.uk">www.royalwolverhampton.nhs.uk</a>
<b>Directorate:</b>	Ophthalmology
<b>Department / Ward:</b>	Orthoptic Department
<b>JD Number:</b>	0530
<b>DBS Check Required:</b>	<ul style="list-style-type: none"><li>Enhanced with Adult's and Children's Barred List</li></ul>

## 2. Job Summary

- To assess, diagnose, treat & manage patients referred to the Orthoptic service in the acute unit and community settings and to develop effective treatment plans.
- Where appropriate, receive referrals from, and make referrals to:
  - Other health professionals, including Ophthalmologists, Optometrist and Paediatricians
  - Other agencies, including Educational Support Services for the Visually Impaired and Social Services Visual Rehabilitation Teams
- To participate in primary and secondary screening vision screening programmes, at locations determined by Service Level Agreement with the PCT Undertake clinic co-ordinators role on rotation, overseeing the operation of daily clinics
- Perform Visual Field testing on Humphrey & Goldmann perimeters on patients referred by ophthalmology or neurology specialities
- To demonstrate Orthoptics to other health professionals as required
- To oversee the visits for training optometry students

## 3. Main Duties and Responsibilities

For clinical areas this should include:

### **To ensure safe and effective clinical practice**

As an autonomous practitioner to be legally and professionally responsible and accountable for the management of Orthoptic patients referred to the Orthoptic Service. To prioritise own clinical caseload and keep accurate contemporaneous records.

This patient group comprises all cases of ocular motility defects and amblyopia. (reduced vision with no pathological cause), complex congenital and acquired cases, including neurological abnormalities, genetic disorders and associated ocular abnormalities.

To undertake pre and post-operative measurements of ocular-motility defects.

To discuss surgical options where appropriate with patients, parents, carers & surgeons & to identify surgical prognosis & risks based on clinical findings. Explain risks & benefits of surgery and assist in the process of gaining consent for surgical procedures.

To participate in the primary vision screening programme carried out in nursery schools & identify children requiring onward referral.

To participate in the Orthoptic secondary screening programme of children being at increased risk of Orthoptic defects including:

- ◆ Children attending special schools
- ◆ Children referred by Health Visitors, School nurses, GPs and other Health professionals

Instil drops for use in ophthalmic procedures in line with current Patient Group Directions

### **To enhance the patients experience**

To assess, diagnose, treat and continually review the Service needs of the Orthoptic patients formulating individualised treatment plans for children and adults, collating statistics at agreed intervals

To provide condition related information to patients, relatives and other medical staff and to counsel patients and carers with regard to treatment and prognosis.

### **To manage and develop the performance of the team**

Undertake clinic co-ordinators role on rotation, overseeing the operation of daily clinics, being the initial point of contact dealing with any issues or complaints that arise

To liaise with and give detailed medical information to all members of the Orthoptic team and other professions as necessary in order to establish a high quality co-ordinated Service, e.g. education, other health care professionals, GP's.

This will include as a minimum, writing to referrer for Patients on entry to, and exit from, the Orthoptic service with additional letters/reports as required for individual patients.

To identify children needing additional educational support due to functional vision defects, and refer to the Visiting Teacher Service for the Visually Impaired

To demonstrate Orthoptics to visiting medical and non-medical personnel and give feedback on their progress.

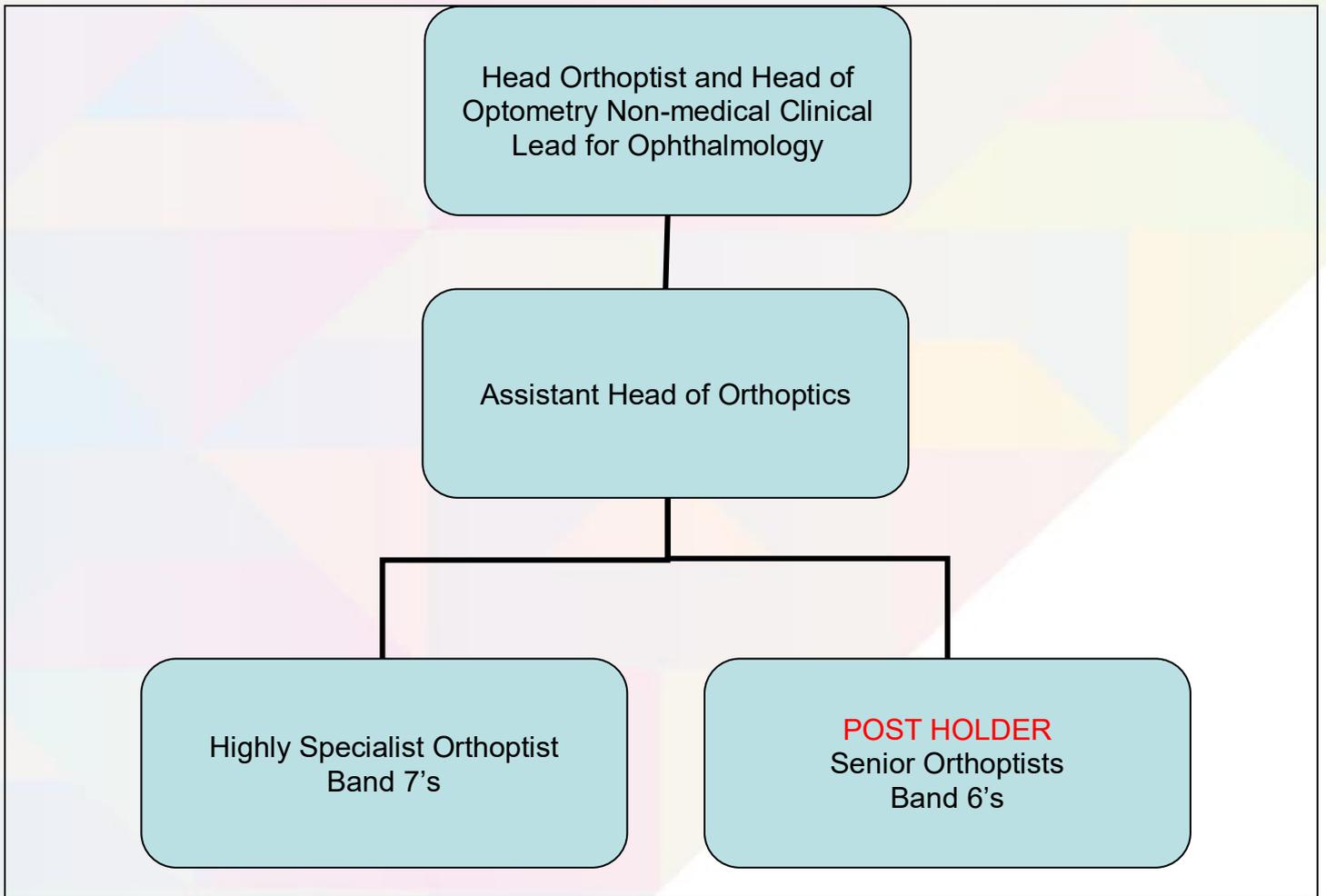
### **To ensure effective contribution to the delivery of the organisation's objectives**

To undertake general administrative duties within the department as required.

Involvement with Orthoptic Student Clinical Placements:

- ◆ Mark visits in departmental diary and note any amendments to circulated timetable
- ◆ Collate records of suitable clinical cases as teaching aids
- ◆ Collate feedback from students and liase with Head of Department to implement suggestions/improvement

## Organisational Chart



This job description is not intended to be an exhaustive list of duties and it may be reviewed and altered in the light of changed service needs and developments after discussion with the post holder.

### **Infection Prevention**

Maintain a current knowledge of infection prevention and control practices and policies through annual mandatory updates and role specific training.

Demonstrate a current knowledge of infection prevention and control practices through the delivery of clinical care and maintenance of a safe environment in accordance with infection prevention and control practices and policies. Take part in infection prevention initiatives in the local area. Challenge infection prevention practices, reporting breaches using relevant Trust policies as appropriate (e.g. incident reporting policy).

### **Equal Opportunities Policy**

It is the aim of the Trust to ensure that no job application or employee receives less favourable treatment on grounds of sex, disability, age sexual orientation, race, colour, nationality or ethnic or national origins or is not placed at disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end, the Trust has an Equal Opportunity Policy and it is for each employee to comply with and contribute to its success.

### **Health and Safety**

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and associated legislation, to maintain a safe working environment for both staff and visitors, to observe obligations under organisational and departmental Health and Safety Policies, maintaining awareness of safe practices and assessment of risk.

### **Data Protection**

If required to do so, to obtain, process and/or use information held on computerised or manual records in a fair and lawful way in line with the Data Protection Act 2000. To hold data only for specific purpose and not use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations, as instructed.

### **Customer Care**

It is the aim of the hospital to provide patients and other service users with the best possible care and services. In order to meet this aim, all our staff are required at all times to put the patient and other service users first and do their utmost to meet their requests and needs courteously and efficiently. In order that staff understand the principles of customer care and the effects on their particular post and service, full training will be given.

## **Safeguarding**

All employees have a responsibility to support the safety and well-being of children, young people and adults at risk of harm and to practice in accordance with legislation. Knowledge, skills and competency are to be maintained according to role and responsibilities in order to fulfil Safeguarding Children and Adults at Risk responsibilities. All employees are expected to comply with existing local Safeguarding policies and procedures, and Trust and Wolverhampton Safeguarding Children Board and Safeguarding Adults at Risk requirements.

## **Smoking Policy**

The Trust provides a smoke-free work environment.

## **Confidentiality**

The Trust is fully committed to encouraging its staff to freely contribute views on all aspects of health service activities, especially those on delivery of care and services to patients. However, you shall not, either during or after the end of your employment (however it is terminated), divulge to any unauthorised person confidential information relating to the Trust. This includes, but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

Your obligations of confidentiality under this clause shall not prevent you from raising genuine concerns about healthcare, or a belief that criminal conduct, breach of a legal obligation, health and safety breaches or damage to the environment has been, is being, or is likely to be committed, or any information tending to show any of the above has been, is being, or is likely to be, deliberately concealed, provided that such disclosure is made in good faith and in accordance with the provisions of the Public Interest Disclosure Act 1998 and the Trust's Policy on Raising Concerns at Work-Whistle Blowing Policy, a copy of which is available from the Human Resources Department.

## **Development**

The Trust is committed to supporting the development of all staff. All employees have a responsibility to participate in regular appraisal with their manager and identify performance standards for the post. As part of the appraisal process employees have a joint responsibility with their line manager to identify any learning and development needs in order to meet the agreed performance standards required of the post holder.

## **NHS Constitution**

The Constitution establishes the principles and values of the NHS in England. It sets out rights to which patients, public and staff are entitled, and the pledges which the NHS is committed to achieve, together with responsibilities which the public, patients and staff owe to one another.

All NHS Bodies private and third sector providers supplying NHS services are required by law to take account of this Constitution in their decisions and actions.

A handbook accompanying the constitution may be found by going to NHS Constitution for England - Publications - GOV.UK that essentially provides further and more detailed explanation of each of the rights and pledges.

## **Criminal Records**

This post is not subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be a submission for Disclosure to be made to the Disclosure and Barring Service to check for any previous criminal convictions is not necessary.

## AfC Person Specification

*This document describes the qualities required for a post-holder that are not captured by the JD.*

<b>Specification</b>	<b>Description</b>
<p><b>Qualifications</b>  <i>(This must include the level required to appoint to the post. Any requirement for registration should also be recorded here).</i></p>	<p>Degree in Orthoptics            (For Orthoptists qualified up to 1994, Diploma of British Orthoptic Council)            Registration with Health Professions Council            Plus additional experience at post graduate diploma level</p>
<p><b>Experience / Skills</b>  <i>(Type and level of experience required to fulfil duties).</i></p>	<p>Postgraduate experience in:</p> <ul style="list-style-type: none"> <li>• Single-handed visual screening in community based clinics, schools &amp; special schools</li> </ul> <p>Single handed specialist hospital based clinics            Experience of a specialist case load            Experience in managing a specialist case load of children</p>
<p><b>Communication Skills</b>  <i>(Indication type of communication and audience, e.g. face-to-face with patients, presentations to colleagues, etc.)</i></p>	<p>Daily face to face contact with patients and carers. Ability to communicate information and prognosis for a range of health defects including visual impairment, which may be of a sensitive nature and have consequences for patients' education, career and lifestyle.            Verbal and written communication with colleagues, medical and nonmedical professionals.            Ability to amend nature of communication for high caseload of special needs/learning difficulties.</p>
<p><b>Flexibility</b>  <i>(Note here any flexibilities required by the post, e.g. Shift Working required, New tasks may need to be undertaken frequently).</i></p>	<p>Physical contact with patients as needed to assess the ocular status.            Need to use measures as appropriate with patients with infection control/hygiene issues eg lice in inner city school population, patients with TB attending visual field tests            Instilling eye drops as required for named ophthalmic procedures. This will mainly be in the paediatric patient base and can be distressing to patient and parents.            Settings include:</p> <ul style="list-style-type: none"> <li>• Hospital Eye Clinic</li> <li>• Dark rooms</li> <li>• Lone working in health centres</li> <li>• Visual screening in schools where a dedicated clinic environment is not provided and work is subject to noise and physical interruption</li> <li>• Special schools, where the nature of behaviour of children may be unpredictable and care must be taken when dealing with children with aggressive tendencies</li> </ul>

	<p>Regular use of VDU, keyboard &amp; mouse to access 'Office' packages, 7 internet, and Hospital IT systems</p> <p>Frequently be exposed to emotionally distressing situations where the Orthoptist is responsible for being the first point of contact with families of children with a poor prognosis for long-term visual loss and/or disability.</p>
<p><b>Other</b> <i>(Any other key issues not recorded elsewhere in JD or person spec).</i></p>	<p>Ability to adapt working practices to comply with national and local polices and guidelines relating to ophthalmic and paediatric issues, as well as standards issued by the professional bodies.</p> <p>Ability to adapt to local needs of service as required; this will require the ability to learn or undertake new skills or practices on a frequent basis, as delegated by the Head Orthoptist.</p> <p>Ability to work flexibly within all clinics – fitting in extra, urgent patients that need to be seen in addition to the planned, booked patient list.</p> <p>Orthoptics is a profession requiring the ability to make and record detailed and accurate observation. Part of the assessment of any patient includes fine manipulation of equipment to make detailed measurements of the ocular status. Some of these measurements are used to determine the type and extent of surgical procedure to be carried out.</p> <p>A significant proportion of the paediatric patients are referred from a primary screening service ie the parents would not be previously aware that their child had any eye problem. The Orthoptist first needs to convince the parents of the presence of a genuine eye problem, before then being able to persuade them that treatment, which parents often find initially unacceptable (such as wearing glasses or a patch), is necessary and of benefit to the child. This treatment has to be carried out within a certain time-scale to be effective and so parents much be convinced of the urgency to treat a condition which may have no visible or outwards signs and they therefore perceive to be innocuous.</p> <p>Orthoptists are Allied Health Professionals within the NHS.</p>

I understand and accept my accountabilities and responsibilities as outlined in this job description, person specification.

	Designation	Name	Signature	Date
Post Holder				
Manager				

