

ANEURIN BEVAN UNIVERSITY HEALTH BOARD

JOB DESCRIPTION

Job Title:	Orthoptist.
Grade:	Band 5.
Department:	Orthoptic Department, Ophthalmology.
Division:	Scheduled Care.
Hours:	37.5 hours per week.
Locations:	Royal Gwent Hospital, Community Outreach Clinics.

ORGANISATIONAL RELATIONSHIPS

Accountable to:	Head of Orthoptic Service.
Accountable for:	Own standard of professional competence.
Liaise with:	Ophthalmologists, nursing staff, administrative staff, Community physicians and nurses, medical and nursing staff of all grades in other specialities, Opticians, Health Visitors, and Visually Impaired Support Teachers. Outside agencies.

Job Purpose

1. To provide Orthoptic Services as an autonomous practitioner as a member of the Orthoptic team at Acute sites, Community hospitals and Community Outreach Clinics (COC's) across ABUHB.
2. To assess treat and manage patients referred to the Orthoptic department.
3. To determine the clinical diagnosis and develop effective treatment plans in order to refer to the Consultant Ophthalmologist.
4. To participate in specialised clinics including visual field analysis and secondary Orthoptic screening.
5. To participate in Orthoptic undergraduate teaching programme.

6. To be mentored for the first 6 months and to achieve outcomes as agreed by the Head of Orthoptic Service, mentor and post holder. Mentorship and or Preceptorship may be extended if thought necessary.

Duties and Responsibilities

Clinical

1. As an autonomous practitioner to be legally and professionally responsible and accountable for the management, of new and review patients referred to the Orthoptic service; prioritise own workload and keep accurate contemporaneous records.
2. To have responsibility to formulate relevant management, treatment and discharge plans and make onward referrals to other members of the Ophthalmic team.
3. To assess, diagnose and treat patients referred to the Orthoptic service from other specialities including Paediatrics, Maxillo Facial , Neurology, Urgent Referral , A and E as well as referrals from Ophthalmologists and Optometrists.
4. To advise medical staff of the diagnosis and recommend management including onward referral.
5. To provide condition related information to patients, carers and other medical staff. This may be of a sensitive, complex, and contentious nature regarding diagnosis, prognosis and treatment.
6. To assist in Secondary Orthoptic Screening Programme throughout ABUHB and identify children requiring onward referral.
7. Develop skills to provide Orthoptic management of all types of ocular motility defects, working within service guidelines and protocols.
8. Visual Field analysis using Humphrey Visual Field Analyser and to assist in the interpretation of results; working within departmental guidelines and protocols.
9. Assess, diagnose and treat children and adults with behavioural disorders and or hearing impairment and adults who may have learning difficulties. These patients include children with significant sight defects and patients where the first language is not English; considerable empathy and communication skills may be required.
10. Administer eye drops required during the clinical assessment of Orthoptic patients, in compliance with protocols; reporting any adverse reactions and taking appropriate action.
11. To advise and liaise with Ophthalmologists regarding appropriate timing and or type of muscle surgery; prioritising as necessary. To carry out pre and post-operative assessments for patients undergoing strabismus surgery; assisting with post-operative alignment using adjustable suture technique if appropriate. Identify post-operative risks and discuss this with patients, parents, carers and surgeon.
Surgery will be based on the Orthoptic measurements, which will require significant manual dexterity and speed to obtain accurate results, especially

in infants. Provide advice and support to patients and relatives at this critical and emotional time in their treatment.

Management

1. To work as an autonomous practitioner taking direct referrals and contributing to ABUHB wide Orthoptic Service, guided by the code of conduct and professional standards of HCPC and ABUHB policies.
2. To be professionally responsible and legally accountable for all aspects of your own work, including the management of patients in your care.
3. Plan and manage clinical workload within appointment system, clinical time, prioritise patients and report any difficulties with the appointment system.
4. Correct safe use, care and cleaning of clinical equipment and reporting of faults to Head of Orthoptic Service.
5. To be responsible for replenishing stock in clinic rooms and notifying the relevant senior member of staff when new stock is required.
6. To assist in the monitoring, maintenance and development of professional quality standards and to comment on and implement these standards.
7. To be familiar with and comment on all departmental policies/standards and work to agreed protocols. To propose changes in work areas.
8. Liaise regularly with Orthoptic reception staff in relation to clinic bookings and be responsible in ensuring accurate changes to own clinics and appointments during periods of planned absence.

Research and Audit

1. Undertake the measurement and evaluation of own work and work practices through the use of audit.
2. Contribute to clinical audits and research projects.
3. Assist in equipment trials on occasions.

Education

1. Assist in demonstration of Orthoptics to other healthcare professional including junior doctors, Paediatric registrars, Health visitors, School Nurses, Pre-Registration Optometrists, GP's and medical students.
2. To participate in education and training sessions within the Orthoptic team, Directorate and outside agencies.

Professional Development / Competency

1. The post holder will be expected to undertake ongoing personal and professional development, commensurate with the responsibilities of the post. It is specifically expected that the post holder will avail themselves to any opportunities of mentorship and development offered.

2. Maintain an up to date knowledge of techniques and technology and to attend appropriate training events, including staff meetings, in order to improve professional knowledge and competence.
3. To maintain an up-to-date CPD portfolio in line with professional requirements.
4. To participate in mandatory and statutory training as a requirement of the job role.
5. To participate in personal development review.

Health and Safety

All employees of ABUHB have a statutory duty of care of their own personal safety and that of others. Employees are required to co-operate with management to enable the Organisation to meet its own legal duties

Data Protection

All staff are reminded of their duties and responsibilities as employees under the current Data Protection Act.

Confidentiality

All employees working for or within the NHS who record, handle, store or otherwise come across personal information, have a personal Common-law Duty of Confidence. The Data Protection Act now places statutory restrictions on the use of personal information, including health information. All staff needs to acknowledge the importance of health records and their personal responsibilities

Professional Registration

All Orthoptists have a responsibility to ensure their practice is within the British & Irish Orthoptic Society Code of Professional Conduct.

All Orthoptists appointed to the post are required to hold registration with the HCPC and to comply with the HCPC Professional Code of Conduct.

Evidence of on-going registration will be required

Flexibility Statement

This job description is a guide to the duties you will be expected to perform immediately on your appointment. It will be periodically reviewed in the light of developing work requirements and, in consultation with the post holder may well be changed from time to time to meet changes in the requirements of the Orthoptic Service and Health Board.

The post holder may be required to provide cover for other clinical areas during periods of staff shortages, leave or sickness

This framework is a guide to the duties you will be expected to perform immediately on your appointment. It is not part of your contract of employment and your duties may well be changed from time to time to meet changes in the HB's requirements.

This job description is intended as a basic guide to the scope and responsibilities of the post. It is subject to regular review and amendment as necessary.

This job description has been agreed:

Signatures:

Head of Orthoptic Service:
Mrs Nicola Turner

Orthoptist:

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Date:

Date: