

# 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>	Junior Orthotist
<b>Band:</b>	Band 5
<b>Reports to (Title):</b>	Orthotics and Podiatry Manager
<b>Trust Website:</b>	<a href="http://www.royalwolverhampton.nhs.uk">www.royalwolverhampton.nhs.uk</a>
<b>Directorate:</b>	Acute and Community Therapies Directorate
<b>Department / Ward:</b>	Orthotics
<b>JD Number:</b>	3441
<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 provide an efficient and effective clinical orthotic service within the Department's, Division's and Trust's objectives and local health delivery plans. To provide this service to the Trust's purchasers. To accept consultant and healthcare professional referrals to the service for patients' orthotic management. To undertake clinical examination and assessment of patients and provide orthoses in a timely appropriate suitable manner including highly specialist technical/clinical prescriptions. The orthoses to be sourced/procured by best value practice. To maintain State Registration as an orthotist and work within professional best practice guidelines at all times ensuring planned achievement of outcome measures for patients orthotic management.

## 3. Main Duties and Responsibilities

- Accept referrals from medical and healthcare professionals and undertake clinical assessment and examination of patients to provide suitable orthotic clinical technical prescriptions, including triage and prioritisation of patient need. Accept as an individual the legal responsibility for patients' orthotic care.
- Use measurement and data acquisition techniques in recording all pertinent information to ensure accuracy of patient prescriptions.
- Perform plaster positive model rectifications as appropriate,
- Specify the design, componentry, materials, fabrication method and suppliers of orthoses and order individual items to meet the patients' clinical needs.
- Perform risk assessments in the selection of components for customised devices to ensure patient safety.
- Perform mechanical and technical adjustments to orthoses.
- Evaluate the completed device on the patient to ensure the desired quality of body-device interface, functional alignment comfort, cosmetic appearance and mechanical integrity and safety.

- Re-evaluate the above following an agreed time interval to meet patient needs or requirements of a care plan (review appointments).
- Provide verbal, visual, and written department information, explanation and highly specialised clinical advice to the patient and/or carers at every stage of device provision for informed consent including complex devices.
- Report patient adverse incidents related to the provision of orthoses to maintain patient safety and engage in national reporting and monitoring procedures for specialised medical devices.
- Provide written updates to referrer as to orthotic treatment and status and refer patients to other disciplines to ensure appropriate care.
- Give clinical and professional advice to the multidisciplinary team regarding appropriate orthotic provision for patients.
- Advise and maintain effective liaison with technical support personnel including assistance with training in order to ensure best current technical practice in meeting patients' needs.
- Ensure excellent written and verbal communications are maintained with patients, carers, relatives and members of the health and social care teams; convey complex and sensitive information at appropriate levels of understanding.
- Use excellent negotiate and counselling skills and other tools to ensure the effective communication of complex, sensitive and emotional information and to overcome barriers to understanding in an empathic way. Such persons will include those 'at risk', the terminally ill, the vulnerable, those such as stroke patients, the learning disabled, the deaf and hard of hearing and those possessing poor communication skills. Also, non-English speakers and those who speak some English but who have a different
  - first language.
- Be able to negotiate care plans with patients and carers using motivational and supportive skills to overcome any differences in opinions and understanding to ensure co-operation from a range of orthotic management options.
- Agree and document outcome measures in patients' treatment plans.
- Record accurately up to date patient activity as required by the Department of health for performance monitoring for the department and its purchasers.

## PROFESSIONAL

- Maintain professional registration with the Health Professions Council.
- Abide by the Statement of Conduct for Prosthetists/Orthotists of the Health Professions Council,
- Maintain patient clinical records in accordance with the regulations of the Health Professions Council and local guidelines of Clinical Governance.

- Practice in accordance with the British Association of Prosthetists and Orthotists Guidelines for Best Practice,
- Be responsible for maintaining a high level of professional competence. Demonstrate commitment to Continuing Professional Development Lifelong Learning and the maintenance of a CPD Portfolio.
- Participate in clinical supervision in accordance with the Trust's programme, proactively participate in peer support and supervision which may include for example, reflective practice, case conferences, journal clubs, clinical discussion and supervision sessions with the Senior orthotist or other members of the multidisciplinary team.
- Maintain continuous working relationships with relevant product, equipment and service providers in the healthcare industry by meeting regularly with representatives of orthotic manufacturers and suppliers.
- Be aware of current pertinent clinical and technical research and development by meeting with representatives of orthotic manufacturers and suppliers.
- Use expert judgement in clinical practice to ensure cost effectiveness in the provision of equipment to patients in accordance with the Trust's best value policy and authorise signatory prescribing orthoses up to the value of £125, all orders above this amount should be authorised by the line manager until competency has been proven over a period of time.
- Be familiar with local clinical governance policies and procedures and participate in clinical governance activities.
- Participate in research and audit annually.
- Maintain the department's clinical placement accreditation for university undergraduate training by providing support to the training officer in clinical education experiences for undergraduate orthotists.
- Participate in the training and education of healthcare professionals including contribute to professional presentations,
- Liaise with professional groups, carers, users and consumer groups to maintain the best possible standards of practice,
- Engage in the promotion of the profession and the Trust's service locally, nationally and internationally.
- Modernise practice to improve the efficiency and quality of the service provided by the department.

#### ORGANISATIONAL

- As part of the clinical team assist in the maintenance of a full clinical orthotic service in line with commissioner requirements via SLAs.
- Organise and maintain a personal clinical caseload in a variety of locations including the patients' own home when necessary.

- Monitor, evaluate and change component/device stock levels and types as prescription trends alter.
- Participate, implement, and propose changes in quality assurance systems, protocols and procedures as relevant and necessary, including process mapping and operational reviews.
- Ensure the maintenance of safe and clean working environments for self, colleagues and patients checking the equipment is safe for use such as measurement and assessment jigs, plaster cutting tools etc.
- Ensure that Health and Safety legislation is complied with at all times, being aware of and following Trust and Service Policies including Health and Safety, Manual Handling, COSHH, Infection Control, Incident and Complaints Reporting and Risk Management
- Report any accidents, complaints, defects in equipment, near misses and untoward incidents following Trust procedure or that the host Trust.
- Ensure that all information relating to clients and staff gained through employment with the Trust is kept confidential in accordance with Trust policy and the Data Protection Act.
- Attend and contribute actively to staff and team meetings within the department and commissioner Trusts.
- Provide guidance for and maintain effective working relationships with administrative and technical staff to ensure service efficiency.
- Undertake all statutory and mandatory training as required by the Trust and an identified training that will help develop the post in line with the Department's and Division's objectives.
- Undertake relevant clinical and non-clinical training as and when required for service maintenance/development.
- Actively participate in the appraisal process.
- Comply with all relevant Trust Policies and Procedures.
- Provide cover for colleagues as required, long or short term for department to meet its contractual obligations.
- Carry out any other duties as required by the service, commensurate with the type/level/grade of the post.
- Treating children without principal parent or carer present at off-site clinics such as Special Schools within the guidelines and protocols of the Trust's Child Protection Policy.

#### RISK MANAGEMENT AND GOOD PRACTICE

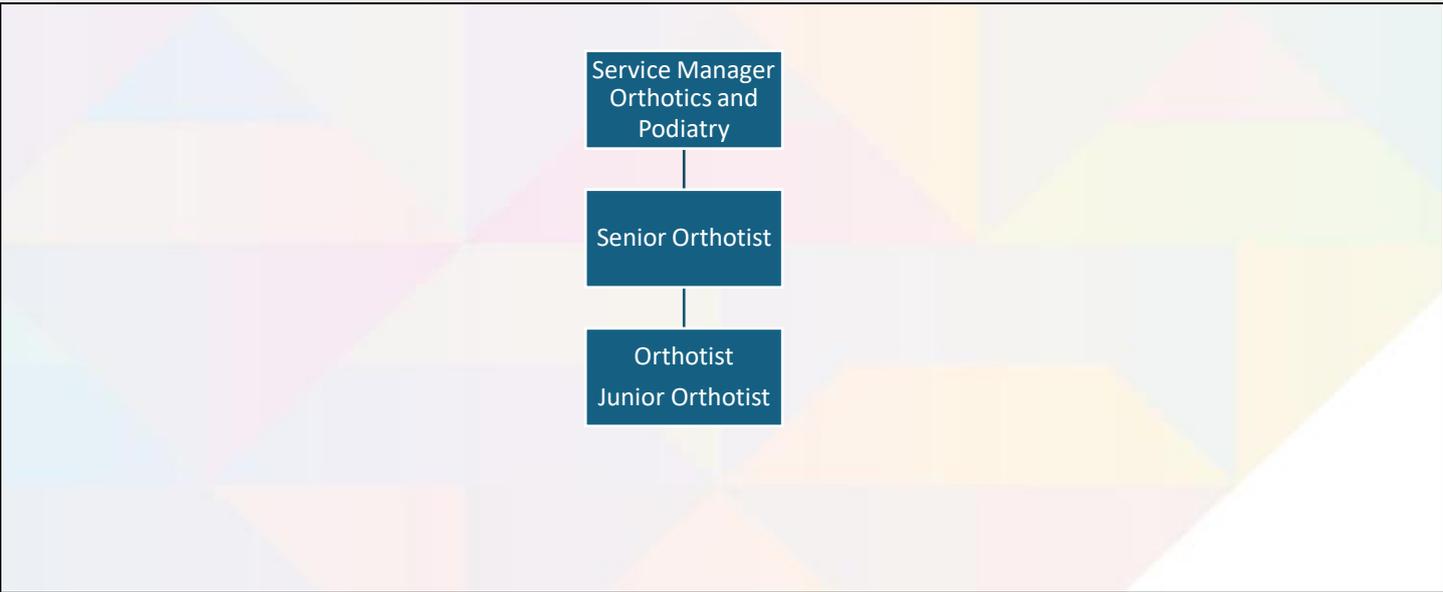
Risk Management involves all staff identifying the circumstances and practices which puts patients and staff at risk of harm, and then acting to both prevent and control these risks.

Staff are required to improve the quality of care by identifying, reporting and analysing actual and potential adverse events through the Trust's Clinical Incident Reporting System.

Central to every clinician's practice should be the control and reduction of risk by changing clinical and organisational practice in order to eliminate or reduce adverse events.

All clinical staff are required to familiarise themselves with the Trust's Clinical Risk Management Strategy and all other Clinical Risk policies and guidelines, including the Trust's Complaints Procedures (these documents are available on the Trust's Intranet site).

#### 4. 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.*

Specification	Description	Rating – Essential (E) or Desirable (D)	Method of Assessment – Application Form (AF) / Interview (Int.) / Presentation (P) / Test (T)
<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>	BSc (Hons) Prosthetics and Orthotics or equivalent, Registered with HPC. Member of BAPO. Driving Licence		
<b>Experience / Skills</b> <i>(Type and level of experience required to fulfil duties).</i>	Entry level skills following graduation		
<b>Communication Skills</b> <i>(Indication type of communication and audience, e.g. face-to-face with patients, presentations to colleagues, etc.)</i>	Being able to deal on a one to one with patients and staff. Being able to work and communicate with other healthcare professionals. Communicating with suppliers. Able to use OPAS computer system.		
<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>	The post is based around 08:30 -17:00 Mondays to Fridays (excluding Bank Holidays), however there may be weekend work as per the requirement of the service Being able to organise own clinical requirements. Able to change normal work patterns to cover holidays and sickness.		

<b>Other</b> <i>(Any other key issues not recorded elsewhere in JD or person spec).</i>	Pleasant in manner and in dress. Able to work under pressure and as part of a team.		
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I understand and accept my accountabilities and responsibilities as outlined in this job description, person specification.

	Designation	Name	Signature	Date
Post Holder				
Manager				

