

JOB DESCRIPTION

Job Title:	Orthoptist	<i>HR use only</i>
Report to:	Head Orthoptist, Deputy Head Orthoptist.	Job Reference Number
Accountable to:	Head Orthoptist, Ophthalmology Consultants, Clinical Service Managers.	

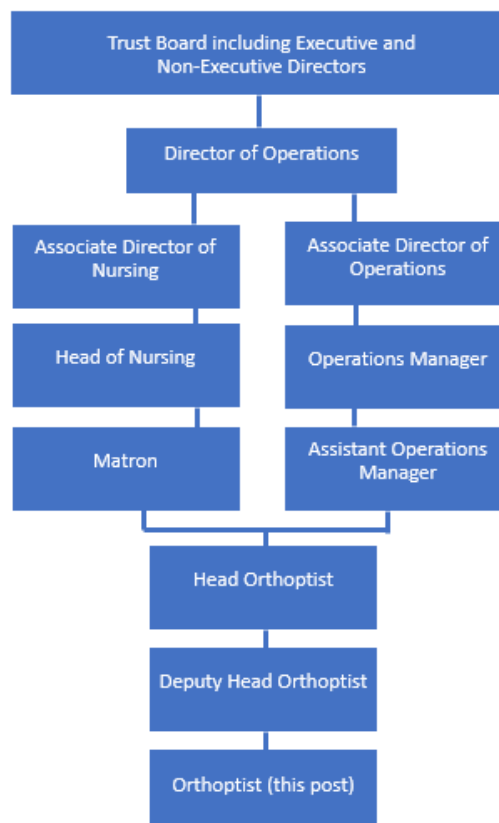
Job Purpose

To work as part of the orthoptic team, providing support and treatment to residents of the Isle of Wight. To create an extended role in the glaucoma service and collaborate on the expansion and development of the orthoptic service.

Job Statement

- To take responsibility for the provision of orthoptic services as an autonomous practitioner.
- To plan, implement and monitor individual orthoptic treatment plans/care pathways for patients of all ages using advanced clinical reasoning and evidence-based practice.
- To develop an extended role in glaucoma. Additional extended roles can be tailored to the clinician's areas of special interest.
- To support the planning and delivery of orthoptic services and contribute to the expansion of the orthoptic service.
- To provide specialist training and education to orthoptic undergraduate students, pre-reg optometrists, health care assistants and nurses.

Organisational Chart



Roles and responsibilities

1. Communication and Relationships

To use effective and clear communication with patients and carers. Patients include very young children, those with multiple disabilities, loss of hearing, expressive and receptive dysphasia, complex medical needs, and challenging behaviour.

To build relationships with other professionals to ensure holistic patient care. Liaise especially with the ophthalmic team, allied health professionals and administration staff within the Trust, along with GPs, Optometrists, and other professionals outside the Trust.

To liaise with specialist vision teams and appropriately refer to the Eye Clinical Liaison Officer and Advisory Teacher Service (Visual Impairment Team).

To attend and contribute to orthoptic and departmental meetings as well as regional meetings where appropriate.

2. Analysis and Judgement

To triage new referrals and emergency patients. Prioritising these according to urgency while managing outpatient clinics.

Participate in the decision and timing of surgery.

3. Planning and Organising

To be responsible for prioritising and managing clinical workload and service delivery. Work with the orthoptic team to address any problems that arise.

To develop an extended role in the glaucoma service working alongside the Glaucoma Specialist Consultant Ophthalmologist and glaucoma team.

To be responsible for training and development associated with this role.

Maintain clear and accurate patient records.

To deal with enquiries that occur during the working day and take appropriate action.

To contribute to the planning and development of the orthoptic department, including the introduction of new treatments.

To attend any training that will benefit both the department and the individual as agreed with the head orthoptist.

4. Patient and Client Care

To use highly specialist knowledge and skills to select appropriate tests and investigations to formulate and execute individual treatment plans.

To interpret findings and provide tailored, specialist advice to the patient, family, and carer.

To provide expert advice on issues relating to glaucoma.

To undertake clinical procedures that require dexterity and accuracy. These include slit-lamp examination skills, fundoscopy and gonioscopy.

To undertake and interpret investigations such as OCT and visual fields.

To maintain and develop skills and knowledge relevant to the glaucoma speciality, and act as a role model to help colleagues develop advanced knowledge and skills.

To offer the choice of treatment where appropriate, for example atropine vs conventional patching, and ensure informed consent.

To identify any potential risks/complications associated with surgery and communicate to the patient, family, carers and surgeon.

5. Service and Policy Development

To be aware of and comply with organisational and departmental policies and procedures.

To be involved in regularly reviewing and updating of these procedures with the orthoptic team.

To create and implement suitable policies and guidelines where appropriate for the glaucoma extended role.

6. Managing Financial Resources

To monitor clinical stock levels and office supplies.

7. People Management and Development

To participate in the clinical teaching of other health professionals and medical staff, including student nurses, health visitors, school nurses, optometrists, and junior doctors.

To participate in the teaching of orthoptic undergraduate students.

To participate in annual appraisals and assist in the formulation of a Personal Development Plan.

To undertake continuing professional development in line with the requirements of the British and Irish Orthoptic Society (BIOS) and the Health and Care Professions Council (HCPC).

To comply with the Code of Practice of the HCPC, the Professional Standards of the BIOS and the quality standards of the department. To maintain professional standards at all times.

To respect patient and staff confidentiality at all times.

8. Information System use and Management

Maintain and utilise department and Trust information systems currently in use and ensure the accuracy of information on those systems.

To keep and maintain appropriate records at all times, ensuring that all are entered promptly into electronic records.

9. Involvement in Surveys and Research

To participate in audits and research projects undertaken by the department.

10. Autonomy

To act as an autonomous practitioner and take responsibility for the orthoptic assessment, diagnosis and treatment of patients referred to the orthoptic clinic.

To be responsible for the planning, implementing and monitoring individual orthoptic treatment pathways for patients using the professional practice guidelines as laid out by BIOS.

General compliance:

1. To comply with all Trust Policies and Procedure, with particular regard to
 - Risk Management
 - Health and Safety
 - Confidentiality
 - Data Quality
 - Freedom of Information
 - Equality Diversity and Inclusion
 - Promoting Dignity at Work by raising concerns about bullying and harassment
 - Information and Security Management and Information Governance
 - Counter Fraud and Bribery
2. The Trust has designated the prevention and control of healthcare associated infection (HCAI) as a core patient safety issue. As part of the duty of care to patients, all staff are expected to:
 - Understand duty to adhere to policies and protocols applicable to infection prevention and control.
 - Comply with key clinical care policies and protocols for prevention and control of infection at all time; this includes compliance with Trust policies for hand hygiene, standards (universal) infection precautions and safe handling and disposal of sharps.
 - All staff should be aware of the Trust's Infection Control policies and other key clinical policies relevant to their work and how to access them.
 - All staff will be expected to attend prevention and infection control training, teaching and updates (induction and mandatory teacher) as appropriate for their area of work, and be able to provide evidence of this at appraisal.
3. To perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.
4. Ensure you work towards the Knowledge and Skills Framework (KSF) requirements of this post. KSF is a competency framework that describes the knowledge and skills necessary for the post in order to deliver a quality service.
5. Your behaviour will demonstrate the values and vision of the Trust by showing you care for others, that you act professionally as part of a team and that you will continually seek to innovate and improve. **Our vision, values and behaviours** have been designed to ensure that everyone is clear about expected behaviours and desired ways of working in addition to the professional and clinical requirements of their roles.
6. Perform any other duties that may be required from time to time.
7. Patients come first in everything we do. Every post holder can make a difference to a patient's experience. You will come across patients as you walk around the hospital; we rely on all our staff to be helpful, kind and courteous to patients, visitors and each other.
8. Ensure you adhere to and work within local and national safeguarding children legislation and policies including the Children Act 1989 & 2004, Working Together to Safeguard Children 2013, 4LSCB guidance and the IOW Safeguarding Policy.
9. Ensure you adhere to and work within the local Multiagency safeguarding vulnerable adults' policies and procedures
10. Ensure that you comply with the Mental Capacity Act and its Code of Practice when working with adults who may be unable to make decisions for themselves,

This job description may be altered to meet changing needs of the service and will be reviewed in consultation with the post holder.

PERSON SPECIFICATION

	On Appointment (Essential)	Desirable on appointment	After 12 months in post	How this will be measured.
Qualifications and role specific knowledge	<ul style="list-style-type: none"> • Diploma or undergraduate degree in orthoptics • Extensive clinical experience • Evidence of continuing professional development • Experience testing and analysing visual fields • HCPC registration 	<ul style="list-style-type: none"> • Masters qualification or specialist postgraduate training in Glaucoma • Experience in service improvement • Leadership qualification • Research experience • Publications/presentations experience • Experience working single-handedly • Teaching qualification or experience • Interest in Low Vision Aids 	<ul style="list-style-type: none"> • Existence of an orthoptic extended role in glaucoma • Working towards the level of advanced clinical practitioner in glaucoma 	<ul style="list-style-type: none"> • Application • Certificates • Proof of registration • Interview • References • Ophthalmic Common Clinical Competency Framework (OCCCF) and Ophthalmic Practitioner Training (OPT)
Physical Skills	<ul style="list-style-type: none"> • Manually dextrous • Move freely to allow constant bending, kneeling, and lifting • Dexterity and accuracy to perform slit-lamp skills examination, funduscopy and gonioscopy • Ability to instil eye drops 		<ul style="list-style-type: none"> • Proficient in glaucoma related slit-lamp examination • Proficient in IOP assessments 	<ul style="list-style-type: none"> • Application • Interview • Ophthalmic Common Clinical Competency Framework (OCCCF) and Ophthalmic Practitioner Training (OPT)

PERSON SPECIFICATION

	<ul style="list-style-type: none"> • Ability to operate the full range of orthoptic equipment within the service • Ability to train others on the above orthoptic equipment 			
Aptitudes	<ul style="list-style-type: none"> • Excellent time management • Enthusiastic • Hard working • Punctual • Good therapeutic skills including empathy, active listening and understanding of therapeutic boundaries • Supportive of the development of other members of staff 			<ul style="list-style-type: none"> • Application • Interview • References
Abilities	<ul style="list-style-type: none"> • Problem solving • Leadership • Ability to prioritise clinical workload and respond calmly 			<ul style="list-style-type: none"> • Application • Interview • References

PERSON SPECIFICATION

	<p>and logically to unpredictable clinical events</p> <ul style="list-style-type: none"> • Ability to gain the confidence of children, families, and adults • Ability to adapt to changing needs of service • Computer literate 			
Communication Skills	<ul style="list-style-type: none"> • Excellent communication skills at all levels • Sympathetic, friendly, caring and enthusiastic 			<ul style="list-style-type: none"> • Application • Interview • References

SUPPLEMENTARY JOB DESCRIPTION INFORMATION

Post Title: Orthoptist

Ward/Dept and Site: Ophthalmology, SMH

Date Completed:

1. General Information about the post.

Location	%	Location	%	Location	%
Office based		Home		Outpatients Clinic	100
Laboratory		Kitchen		Community based	
Ward area		Stores		Workshop	
In a vehicle				Theatre environment	

Indicate below if any of these apply

Location	%	Location	%	Location	%
Isolated locations		Outdoors		Works on their own	
Works with patients in isolation e.g. in their own home		Works with patients – assistance is accessible.		Required to be in a building on their own for periods of time	
Working hours					
Full time	37.5	Part time			
Office hours		Hours worked as a shift		Hours worked at night	
Concentration and Levels of Interruptions					
Required to concentrate for long periods of time		Required to concentrate for short periods of time			
Interruptions throughout the day		Constant		Occasional	

All criteria require a indication of whether the post holder will be expected to work in or be directly exposed to the following factors. Please use the comments box to provide details including frequency (e.g. how many times per shift)

2. Working Conditions	Frequency				
	Certain	Likely	Possible	Unlikely	Rare/Not at all
Working in bad weather e.g. when it is windy or/and raining.					x
Excessive temperatures					x
Unpleasant smells/odours					x
Noxious fumes					x
Excessive noise &/or vibration				x	
Use of VDU more or less continuously		x			
Unpleasant substances/non-household waste					x
Infectious Material/Foul Linen				x	
Body fluids, faeces, vomit, blood			x		
Dust/dirt				x	
Humidity				x	
Contaminated equipment or work areas				x	
Driving/being driven in normal situations				x	

Driving/being driven in emergency situations					x
Fleas or lice				x	
Exposure to dangerous chemicals/ substances in/not in containers				x	
Exposure to aggressive verbal behaviour where there is little/no support				x	
Exposure to aggressive physical behaviour where there is little/no support				x	
Exposure to risks that could result in an acute traumatic injury				x	
Undertaking exposure prone procedures					x
Comments: Please use this section to provide any additional details you feel are relevant for the role (e.g. how many times per shift)					
3. Emotional Effort	Frequency				
	Certain	Likely	Possible	Unlikely	Rare/Not at all
Processing (e.g. typing/transmitting) news of highly distressing events			x		
Giving unwelcome news to patients/ clients/carers/staff		x			
Caring for the terminally ill				x	
Dealing with difficult situations/ circumstances			x		
Designated to provide emotional support to front line staff				x	
Communicating life changing events		x			
Dealing with people with challenging behaviour		x			
Arriving at the scene of an accident				x	
Comments: Please use this section to provide any additional details you feel are relevant for the role (e.g. how many times per shift)					
4. Physical Effort	Frequency				
	Certain	Likely	Possible	Unlikely	Rare/Not at all
Working in uncomfortable/ unpleasant physical conditions			x		
Working in physically cramped conditions		x			
Lifting weights, equipment or patients using mechanical aids				x	

Lifting weights/ equipment or patients without mechanical aids					x
Making repetitive movements			x		
Climbing or crawling					x
Manipulating objects					x
Manual digging					x
Running					x
Standing/sitting with limited scope for movement for long periods		x			
Kneeling, crouching, twisting, bending or stretching			x		
Standing/walking for substantial periods of time				x	
Heavy duty cleaning					x
Pushing/pulling trolleys or similar			x		
Working at heights					x
The job requires to be trained in control and restraint.					x

Comments: Please use this section to provide any additional details you feel are relevant for the role (e.g. how many times per shift)

5. Mental Effort	Frequency				
	Certain	Likely	Possible	Uncertainty	Rare/Not at all
Carry out formal student/ trainee assessments		x			
Carry out clinical/social care interventions		x			
Analyse statistics				x	
Operate equipment machinery				x	
for more than ½ a shift					
for less than a shift					
Give evidence in a court/tribunal/ formal hearings					x
Attend meetings (describe types of meeting and post holders role)	x				
Carry out screening tests/ microscope work		x			
Prepare detailed reports			x		
Check documents			x		
Carry out calculations			x		
Carry out clinical diagnosis			x		
Carry out non-clinical fault finding			x		

Signed by post holder: _____

Date

Signed by line manager: _____

Date