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***“Our vision is to provide safe, high quality seamless service delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust Values”***

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| **JOB DETAILS** | |
| **Job Title** | Specialist Orthoptist |
| **Reports to** | Head Orthoptist |
| **Band** | Band 6 |
| **Department/Directorate** | Specialist Surgery |

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| **JOB PURPOSE** | | |
| To provide a range of core and specialist orthoptic services at the Royal Devon university NHS foundation trust in Exeter. You will play a key role in the assessment of patients following a stroke as part of a multi-disciplinary team. This will include seeing patients within the acute stroke unit, inpatient rehabilitation unit and providing support during their rehabilitation in an out-patient setting.  To work as an autonomous practitioner in accordance with professional & regulatory body guidelines and codes of practice (Health & Care Professions Council and the British & Irish Orthoptic Society) and statutory Trust requirements.  To participate in undergraduate and post-graduate teaching programmes for student and qualified health professionals in the Ophthalmology department.  To support clinical audit and research as required.  To undertake administrative duties as required ensuring safe and effective service delivery.  To provide Orthoptic services at other locations if required including peripheral clinics.  To contribute to teaching of medical and non-medical staff. | | |
| **KEY WORKING RELATIONSHIPS** | |  |
| **Directorate**: Directorate Manager Specialist Surgery  Clinical Services Manager Ophthalmology/Lead Clinician  **Clinical** **area**: Head Orthoptist, Orthoptists, Optometrists, Ophthalmic medical and nursing staff, Technical support staff.  **Multi**-**disciplinary**: Multi-disciplinary Stroke team  Support services e.g. ROVIs/ROVICs  Primary care sector e.g. Health visitors and GP’s, primary care  Optometrists | | |
| **ORGANISATIONAL CHART** | | |
| *Solid line denotes line management*  *Dashed line denotes clinical supervision* | | |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** | | |
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| **COMMUNICATION/RELATIONSHIP SKILLS** | | |
| 1. To communicate effectively with the orthoptic team and promote good communication within the team 2. To communicate effectively with all patients and carers to ensure understanding of their condition and gaining informed consent for assessment and recommended treatment 3. To communicate effectively with health care & other professionals involved with caring for the patient, in particular the Stroke multi-disciplinary team. To ensure their understanding of the nature of any ocular disorder and how it will impact upon their other healthcare needs and daily life 4. To contribute to the production and review of patient information leaflets 5. To communicate effectively with visiting students. To provide them with teaching, advice and reassurance throughout the training programme | | |
| **ANALYTICAL/JUDGEMENTAL SKILLS** | | |
| 1. To make patient-centred judgements on management in the presence of uncertainty (e.g. Patients unable to co-operate fully in clinical assessments) 2. Specialist clinical examinations will be comprehensive, acting within guidance from national recommendations to aid in the management of complex cases 3. To analyse, interpret and act upon complex multifactorial patient-related information, in order to determine the most appropriate action where multiple clinical management options exist (e.g. Deciding alongside the Consultant Ophthalmologist whether to list a patient for surgery, or adjust medication; and what impact the decision could have upon the patients sight, lifestyle, and well-being) 4. Make requests via ophthalmologists for appropriate patient investigations including CT/MRI, blood investigations, stroke/TIA assessment, onward referral to other specialties e.g paediatrics or neurology, relating to the presenting pathology and to aid the diagnostic process or treatment plan. | | |
| **PLANNING/ORGANISATIONAL SKILLS** | | |
| 1. To be responsible for prioritising and managing own clinical workload. 2. Undertake frequent intense concentration during a clinical session for the purpose of clinical decision making and associated subsequent discussion with each patient regarding management, with occasional unpredictable interruption. 3. To contribute to the training of other team members to maintain professional standards 4. To assist with supervision of orthoptic work when required, and patient-related administrative duties of orthoptists 5. To practice within agreed protocols for both department and sub-specialist clinical areas as agreed with other Service Leaders 6. To meet professional requirements regarding the safety and management of patients | | |
| **PHYSICAL SKILLS** | | |
| 1. Patient examination frequently requires uncomfortable working positions, e.g. leaning forward, kneeling, and working whilst maintaining awkward posture, especially with babies or patients with a disability and whilst manipulating equipment 2. Manual handling is sometimes required to transfer patients from wheelchair to examination chair, pushing patients in wheelchairs and movement of equipment such as visual field machines 3. Clinical work requires concentration and mental effort to ensure correct investigation and precise measurements 4. Occasional exposure to patients with poor hygiene, exposure to chemicals and examination of children with head lice | | |
| **PATIENT/CLIENT CARE** | | |
| Provide an extensive range of core and specialist practitioner orthoptic services.  **Core role**   1. To be responsible as an autonomous practitioner for the orthoptic assessment, diagnosis and management of patients referred to the orthoptic service from the primary health care team or any other medical speciality including paediatrics, neurology, maxillo-facial, accident & emergency, elderly care and endocrinology. This group of patients includes children and adults with significant sight defects, complex additional needs, other medical conditions or challenging behaviour requiring a considerable degree of empathy and a holistic approach. 2. To work in single handed orthoptic led clinics and as part of a multi-disciplinary team including optometrists and ophthalmologists in consultant led clinics for paediatric ophthalmology, adult ocular motility, neuro-ophthalmology and thyroid eye disease as required 3. To frequently be the first professional to make a diagnosis of visual impairment or disability and will therefore need advanced communication skills to break bad news and offer detailed advice and support to patients and carers. 4. To be the first professional to initiate discussion about surgical treatment with patients and carers when strabismus surgery is indicated. To undertake pre-operative measurements of squint and ocular motility defects and in discussion with the ophthalmic surgeon these measurements are used to plan appropriate surgery. To identify post-operative risks and discuss these with patients (parents/carers) and surgeon. This requires an up to date knowledge of evidence-based practice, surgical techniques and significant manual dexterity and speed to ensure accurate results especially in young children. To undertake post-operative measurements following squint surgery to determine the success of surgery and to assist the surgeon in post-operative adjustable suture technique to alter ocular alignment with local anaesthesia.   **Specialist role**   1. To undertake specialist Orthoptic assessment for patients who have had a stroke. This will require working as part of a multi-disciplinary team in both an in-patient and out-patient setting. 2. To provide specialist advise to Medical and Therapy teams about patient’s visual deficits following stroke and contribute to therapy and discharge planning.      1. To support patients to adapt to visual changes following a stroke for example if they are no longer able to drive or need to make other changes in their workplace or home. 2. To be responsible for the onward referral of patients to an Ophthalmologist as required. 3. To seek advice from the Lead Orthoptist for Neuro-ophthalmology and Stroke when required. | | |
| **POLICY/SERVICE DEVELOPMENT** | | |
| 1. To contribute to the development, implementation and review of orthoptic departmental policies, protocols and clinical guidelines 2. Ensure that the service is delivered in accordance, professional, statutory body and Trust guidelines 3. Maintain ongoing professional development with objectives and development plan determined by the appraisal system. Provide documentary evidence of Continuing Professional Development and registration with the HCPC (Health and Care Professions Council) 4. To represent the department externally at local/regional meetings regarding the orthoptic service if required. 5. To Support the Lead Orthoptist to develop Orthoptic stroke services where required. | | |
| **FINANCIAL/PHYSICAL RESOURCES** | | |
| 1. To contribute to the maintenance and ordering of stock in the orthoptic department 2. To ensure that orthoptic physical assets and stock are secure and maintained correctly 3. To promote cost reduction initiatives without affecting the quality of the services provided | | |
| **HUMAN RESOURCES** | | |
| 1. To supervise orthoptic students, less experienced orthoptists and clinical students from other disciplines including optometrists, nurses, other AHP’s and medical students. 2. To contribute to the development of training programmes. 3. To contribute to the development of professional knowledge and skill of other staff in the Orthoptic team | | |
| **INFORMATION RESOURCES** | | |
| 1. To keep full and complete patient records, by data entry to electronic patient records, to include examination results, diagnosis and management/treatment and to verify successful data entry of ancillary clinical information entered by supporting technical staff 2. Specialist knowledge of ocular imaging and psychophysical tests such as OCT and visual fields to assess and manage complex ophthalmic patients 3. To maintain orthoptic data as required for the purpose of audit or research | | |
| **RESEARCH AND DEVELOPMENT** | | |
| 1. To personally participate in continuing professional development as required by the HCPC 2. To contribute and participate in local orthoptic audit programmes necessary to improve patient care and service development 3. To contribute to research trials as required 4. To contribute to teaching programmes for orthoptic undergraduate students on clinical placement. 5. To participate in teaching programmes for other healthcare students and other professionals 6. To represent the department by presenting scientific material and the results of clinical audits if required | | |
| **FREEDOM TO ACT** | | |
| 1. To work as an autonomous practitioner with direct patient care 2. To undertake specialist clinical orthoptic roles working to approved protocols and management guidelines 3. To work alongside Ophthalmologists in the consultant led paediatric and ocular motility clinics as required. | | |
| **OTHER RESPONSIBILITIES** | | |
| To take part in regular performance appraisal.  To undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling  To contribute to and work within a safe working environment  The post holder is expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection  As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal. | | |
| **APPLICABLE TO MANAGERS ONLY** | | |
| Evidence that supporting employee health and wellbeing is included in any documents outlining the skills and knowledge that line managers need.  Proportion of line managers whose job descriptions include supporting employee health and wellbeing.  This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check. | | |
| **THE TRUST- VISION AND VALUES** | | |
| Our vision is to provide safe, high quality seamless services delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust values. Our Trust values are:  Honesty, Openness & Integrity  Fairness,  Inclusion & Collaboration  Respect & Dignity  We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.  We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing.  We are committed to recruiting and supporting a diverse workforce and welcome applications from all sections of the community, regardless of age, disability, gender, race, religion, sexual orientation, maternity/pregnancy, marriage/civil partnership or transgender status. We expect all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards. | | |
| **GENERAL** | | |
| This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the Manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.  The RD&E is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit call: 01392 207462. | | |
| **POST** | Specialist Orthoptist | |
| **BAND** | Band 6 | |

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| **Requirements**  P  E  R  S  O  N  S  P  E  C  I  F  I  C  A  T  I  O  N  O  N | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  BSc (Hons) Orthoptics(or equivalent qualification)  Registered with Health & Care Professions Council  To undertake further postgraduate Orthoptic education as required to obtain Specialist Knowledge of Orthoptic services to patients following a stroke. | E  E  E |  |
| **KNOWLEDGE/SKILLS**  Knowledge/experience of an NHS Hospital Orthoptic service  Excellent communication skills  Ability to demonstrate empathy and professionalism when delivering complex or distressing information  Good presentation skills  Computer Skills including MS Word. Excel and Outlook | E  E  E  E  E |  |
| **EXPERIENCE**  Minimum of 2 years post qualification experience  Previous experience in core and specialist roles  Previous experience of participation in clinical audit and research |  | D  D  D |
| **PERSONAL ATTRIBUTES**  Demonstrate an understanding importance of and a commitment to role of the Orthoptist supporting patients following a stroke  Ability to liaise with multi-disciplinary team  Well motivated and enthusiastic  Flexible approach to working patterns | E  E  E  E |  |
| **OTHER REQUIRMENTS**  Need to travel to other sites as required | E |  |

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
|  | | | | | |
| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | N |  |  |  |  |
| Contact with patients | Y |  |  |  | F |
| Exposure Prone Procedures | Y | R |  |  |  |
| Blood/body fluids | Y |  |  | M |  |
| Laboratory specimens | N |  |  |  |  |
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| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
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| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | N |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | Y |  | O |  |  |
| Animals | Y | R |  |  |  |
| Cytotoxic drugs | N |  |  |  |  |
|  | |  |  |  |  |
| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | N |  |  |  |  |
| Laser (Class 3R, 3B, 4) | N |  |  |  |  |
| Dusty environment (>4mg/m3) | N |  |  |  |  |
| Noise (over 80dBA) | N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | N |  |  |  |  |
|  | | | | | |
| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  |  |  | F |
| Heavy manual handling (>10kg) | Y |  | O |  |  |
| Driving | Y |  | O |  |  |
| Food handling | N |  |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | Y |  |  | M |  |
| Mental Effort | Y |  |  |  | F |
| Emotional Effort | Y |  |  |  | F |
| Working in isolation | Y |  |  |  |  |
| Challenging behaviour | Y |  | O |  |  |

**COMPETENCY REQUIREMENTS**

To be completed for all new positions

Please tick which of these essential learning s is applicable to this role

(**NB** those that are mandatory for all staff with no variation on frequency are pre-populated with a tick)

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| Safeguarding Children | Group 1 | | 🞏 | Blood Transfusion | BDS18 collection | | 🞏 | Consent Training | 🗹 |
|  | Group 2 | | 🗹 |  | BDS 19 & 20  Preparing & Administering | | 🞏 | VTE Training | 🞏 |
|  | Group 3 | | 🞏 |  | BDS 17 Receipting | | 🞏 | Record management and the nhs code of practice | 🞏 |
|  | Group 4 | | 🞏 |  | Obtaining a blood sample for transfusion | | 🞏 | The importance of good clinical record keeping | 🗹 |
|  |
|  | Group 5 | | 🞏 |  | Annual Update | | 🞏 | Antimicrobial Prudent Prescribing | 🞏 |
|  | Group 6 | | 🞏 |  |  | |  | Control & Restraint Annual | 🞏 |
| Not mapped this one |  | | 🞏 | Safeguarding Adults Awareness | Clinical Staff | | 🗹 | Mental Capacity/DOL’s | 🞏 |
|  | Group 8 | | 🞏 | Non Clinical Staff | | 🞏 |  |  |
| Manual Handling – Two Year | | | 🗹 | Falls, slips, trips & falls | Patients | | 🞏 |  |  |
| Equality & Diversity – One-Off requirement | | | 🗹 |  | Staff/Others | | 🗹 |  |  |
| Fire | | Annual | 🗹 | Investigations of incidents, complaints and claims | | | 🞏 |  |  |
|  | | Two Yearly | 🞏 | Conflict Resolution – 3 yearly | | | 🗹 |  |  |
| Infection Control/Hand Hygiene | | Annual requirement | 🗹 | Waterlow | | | 🞏 |  |  |
|  | | One-Off requirement | 🞏 | PUCLAS | | | 🞏 |  |  |
| Information Governance | | | 🗹 | Clinical Waste Management | | Application principles for clinical staff | 🗹 |  |
| Harassment & Bullying (Self Declaration – One off requirement) | | | 🗹 | Application principles for housekeeping | 🞏 |  |  |
|  | | |  | Application principles for portering and waste | 🞏 |  |  |