

JOB DESCRIPTION

JOB DETAILS

| | |
|-------------------------------|---|
| Job Title | Orthoptist |
| Reports to | Head Orthoptist |
| Band | Band 5 |
| Department/Directorate | Orthoptic Department / Surgical Division |

JOB PURPOSE

Work as an Orthoptist providing a clinical orthoptic service based at North Devon District Hospital.

The post holder will fulfil all tasks and work as part of a team providing orthoptic expertise.

To contribute to a comprehensive quality orthoptic assessment service for patients referred to the orthoptic department.

To meet the needs of the service, the post holder may be required to work in other areas as appropriate as directed by the line manager.

As services evolve changes to working patterns may be required.

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES

- To provide clinical Orthoptic services as an autonomous practitioner, in accordance with British and Irish Orthoptic Society and Health Professions Council guidelines and codes of practice and statutory Trust requirements. These services require state registered Orthoptist knowledge
- To use and develop effective communication and motivational skills with patients and carers to gain their cooperation for treatment and to ensure understanding of more complex conditions
- Provide orthoptic assessment, diagnosis, treatment and advice to adult and paediatric patients and their carers. The caseload will include a wide range of acute and chronic care cases, many having complex disabilities and needs.
- Be part of a multidisciplinary team based at an acute Trust however also providing services in community hospital settings
- Work as an autonomous practitioner working without direct supervision and at times lone working.
- Provide supervision, training and support to junior staff and students.
- To comply with organisational and departmental policies and procedures.

- Participate in clinical governance activities e.g. audit, research and service reviews.
- Maintain an up to date knowledge of all areas of clinical practice using a variety of CPD methods and to maintain a CPD portfolio.

KEY WORKING RELATIONSHIPS

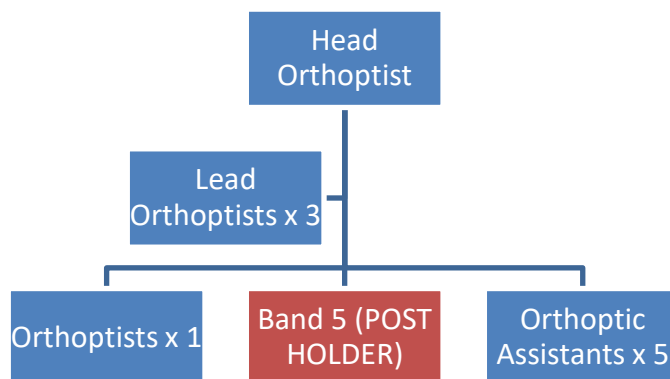
Areas of Responsibility:

Responsible for providing a clinical orthoptic service to paediatric and adult patients attending the orthoptic department or in receipt of orthoptic services

Of particular importance are working relationships with:

| Internal to the Trust | External to the Trust |
|--|---|
| <ul style="list-style-type: none"> • Clerical staff • Service Lead / Team Lead • Consultants • Associated Ophthalmic teams • NDHT staff at all levels • Nursing staff / specialist nurses • Other specialist services • ECLO | <ul style="list-style-type: none"> • GP's and other practice staff • Community Optometrists • Patients, relatives and carers • Social care services • Voluntary agencies • ROVI |

ORGANISATIONAL CHART



FREEDOM TO ACT

- Adhere to HCPC professional standards of practice.
- Be professionally accountable for all aspects of your own work, within the context of an autonomous practitioner.
- The post holder is guided by standard operating procedures however works autonomously.

COMMUNICATION/RELATIONSHIP SKILLS

- To use and develop effective communication and motivational skills with patients and carers to gain their cooperation for treatment and to ensure understanding of more complex conditions.
- Ensure effective communication takes place at all times
- Attend multidisciplinary meetings to ensure that there is an integrated approach that benefits patient's overall care and discharge plans.
- Be prepared to give talks/demonstrations regarding your work to colleagues and others.
- Write comprehensive reports regarding patient assessment, treatment outcomes and recommendations to GPs, consultants, other health colleagues and other members of the multidisciplinary team.
- Liaise closely with all members of the wider health care team and other agencies in all matters regarding patients care, discharge and future care management including safeguarding issues.
- Communicate complex and sensitive information e.g. prognosis.
- Work with patients referred with complex communication and cognitive problems e.g. following a stroke and other neurological conditions.
- To utilise a range of verbal and non-verbal (e.g. Makaton sign language) mechanisms in the assessment and communication of treatment plans to patients and parents to progress visual improvement. This will include patients who may have difficulties/ barriers in understanding e.g. stroke victims, patients with a learning disability.
- Obtain patient consent and work within a legal framework with patients who lack capacity to consent to treatment.
- To tactfully explain the details of the medical condition which may be highly complex. This

requires an holistic and tactful approach where patients or parents have no knowledge of the ocular defects associated with particular medical conditions and / or who have difficulty accepting the diagnosis

- To communicate initial potential diagnosis which may be of a distressing nature.

ANALYTICAL/JUDGEMENTAL SKILLS

- Undertake a comprehensive, holistic clinical assessment of patients sometimes presenting with complex multi-factorial problems using analytical skills and clinical reasoning. Seek advice from senior orthoptists as required.
- Apply clinical reasoning skills to determine which clinical tests are required and after assessment to decide appropriate treatment plan and approach including action when patients show signs of instability, deterioration or new clinical signs
- Undertake risk assessments in relation to examination of patients
- Read and interpret a range of patient medical, medication, and care plans.
- Use clinical judgement to interpret complex imaging data which require analysis.
- Identify surgical risks and discuss with patients/carers/colleagues
- Take the lead in the decision and timing of squint surgery
- Assess patients post-operative outcome and modify treatment accordingly
- Assess referral letters for clinical urgency

PLANNING/ORGANISATIONAL SKILLS

- Plan patients care, managing an individual caseload of patients effectively and efficiently.
- Exercise good personal time management, punctuality and consistent reliable attendance.
- Co-ordinate patient appointments.
- Organise own day to day activity and that of support staff and junior staff, delegating activities and providing advice as appropriate.

PATIENT/CLIENT CARE

- Manage own caseload and treatment programmes to a high standard expected of an experienced clinician without day to day clinical supervision. Support is available through the clinical supervision programme.
- Prioritise, assess and treat patients referred, taking an evidence-based and reflective practice approach using orthoptic skills and knowledge.
- Identify specific problems and develop treatment plans in partnership with the patient and others to enable treatment plans to be carried out effectively.
- Evaluate patient/user progress, and modify treatment/input if required.
- Provide information and guidance to both patients and carers as required..
- The post holder is expected to comply with Trust infection control policies & conduct him/herself at all time in a manner as to minimise the risk of health care associated infections.

- Discuss and advise surgical options with medical colleagues

POLICY/SERVICE DEVELOPMENT

- Keep abreast of professional and related NHS developments in liaison with Professional/Service Lead colleagues.
- Participate in opportunities to improve the service, taking account of resources available, discussing your ideas with colleagues and Manager.
- Be aware of and follow local and national guidelines.
- Contribute to the development of service clinical pathways
- Be aware of and follow the Health and Safety at Work Act and local/national guidelines, reporting any incidents using the correct procedures (DATIX).
- Report any accidents/ untoward incidents/ near misses to self, patients or carers to the manager in accordance with Trust policy.
- Be aware of and follow Trust policies and procedures and Health and Care Professions Council codes of professional practice.

FINANCIAL/PHYSICAL RESOURCES

- Be responsible for safe and competent use of all equipment and ensure junior/clinical support workers obtain competency prior to use.
- Ensure equipment has appropriate checks made. Report any equipment defects, taking action to ensure any such equipment is withdrawn from service.
- Demonstrate and instruct on the use of equipment to ensure safety.
- Support the team and manager in the efficient and effective use of resources.

HUMAN RESOURCES

- Supervise junior staff, students and other members of staff where necessary.
- Participate in clinical supervision as supervisor and supervisee.
- Participate in staff appraisal as appraisee, identifying own areas for development in line with Knowledge and Skills Framework Competencies.
- Participate in training sessions for staff and other agencies.
- Be prepared to share areas of knowledge and experience both formally and informally.
- Ensure that Health and Care Professions Council registration is maintained through continuing professional development activity and is evidenced to line manager.

INFORMATION RESOURCES

- Contribute to the collection of statistical data, in order to monitor and develop team activity, using electronic and paper methods.
- Contribute to methods to most effectively manage caseload pressures.

- Maintain accurate and timely patient records using agreed standard formats.

RESEARCH AND DEVELOPMENT

- Maintain an up to date knowledge of all areas of clinical practice using a variety of CPD methods and to maintain a CPD portfolio.
- Participate in clinical governance activities e.g. audit, research, service reviews.

PHYSICAL SKILLS

- Standard computer skills to maintain patient records, record activity, e mail and order equipment etc.
- High level of manual dexterity and speed will be required to ensure accurate results especially in infants having squint surgery as surgery will be based on the orthoptic measurements.
- To assist surgeon in post-operative adjustable suture techniques. This requires accurate measurement to assist the surgeon with ocular alignment whilst the patient is under local anaesthesia.
- Ability to instil prescribed eye drops to enable examination
- Driving to meet the requirements of the post.

PHYSICAL EFFORT

- Manually handle equipment (wheelchairs, health care equipment) and furniture frequently, following ergonomic risk assessment as per statutory training and service risk assessment.
- Treatment may necessitate working in restricted positions or limited space.
- Daily moving and handling of patients in relation to their assessment and treatment.

MENTAL EFFORT

- Manage competing demands of providing services on a daily basis.
- Read, decipher and interpret patient information.
- Work in an unpredictable work pattern.
- Frequent mental effort in assessment and treatment programmes.
- Identify strategies to motivate patients to comply with their treatment plan.

EMOTIONAL EFFORT

- Work with patients who may have a poor visual prognosis or significant visual loss requiring support and empathy
- Deliver and work with patients in the aftermath of bad news.
- Work with patients with mental health problems and occasional challenging behaviour.

WORKING CONDITIONS

Lone working as required in accordance with Trust policy and procedures.

Frequent contact with body fluids, infection and unpleasant smells.

There may be occasional exposure to fleas, lice, childhood illnesses, body fluids etc

Maintain up to date Infection Control knowledge and use appropriate personal protective equipment

Dispose of clinical waste and personal protective equipment appropriately

OTHER RESPONSIBILITIES

Take part in regular performance appraisal.

Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling

Contribute to and work within a safe working environment

You are 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.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
- Undertake a Display Screen Equipment assessment (DES) if appropriate to role.

DISCLOSURE AND BARRING SERVICE CHECKS – delete section if not applicable

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.

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.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

Northern Devon Healthcare NHS Trust and the Royal Devon and Exeter NHS Foundation Trust

continue to develop our long standing partnership with a view to becoming a single integrated organisation across Eastern and Northern Devon. Working together gives us the opportunity to offer unique and varied careers across our services combining the RD&E's track record of excellence in research, teaching and links to the university with NDHT's innovation and adaptability.

PERSON SPECIFICATION

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|------------------|-------------------|
| Job Title | Orthoptist |
|------------------|-------------------|

| Requirements | Essential | Desirable |
|--|------------------|------------------|
| QUALIFICATION/ SPECIAL TRAINING | | |
| Degree or Graduate Diploma in Orthoptics | E | |
| HCPC registration | E | |
| KNOWLEDGE/SKILLS | | |
| Evidence of continuing professional development | E | |
| Knowledge of relevant appropriate national guidance e.g. NICE guidance and other relevant initiatives | E | |
| Evidence of participating in Clinical Audit | D | |
| Multi-disciplinary team working | E | |
| Proven ability of clinical case management | E | |
| Excellent communication skills | E | |
| Standard IT skills | E | |
| Accurately assess spectacle prescriptions using focimetry | E | |
| EXPERIENCE | | |
| Appropriate clinical experience and competence in relevant clinical setting which equips the post holder to work in a clinical role. | E | |
| PERSONAL ATTRIBUTES | | |
| Able to work as a team member | E | |
| Good time management | E | |
| Good organisational skills | E | |
| Self-awareness of own levels of competence | E | |
| Understand the need for professional conduct | E | |
| OTHER REQUIREMENTS | | |
| The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust. | E | |
| Ability to travel to other locations as required | E | |

| WORKING CONDITIONS/HAZARDS | | FREQUENCY (Rare/ Occasional/ Moderate/ Frequent) | | | |
|--|---|--|---|---|---|
| | | R | O | M | F |
| Hazards/ Risks requiring Immunisation Screening | | | | | |
| Laboratory specimens | N | | | | |
| Contact with patients | Y | | | | |
| Exposure Prone Procedures | N | | | | |
| Blood/body fluids | Y | | Y | | |
| Laboratory specimens | N | | | | |
| Hazard/Risks requiring Respiratory Health Surveillance | | | | | |
| 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) | N | | | | |
| Animals | N | | | | |
| 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 | | | | Y |
| Heavy manual handling (>10kg) | N | | | | |
| Driving | Y | | Y | | |
| Food handling | N | | | | |
| Night working | N | | | | |
| Electrical work | N | | | | |
| Physical Effort | Y | | Y | Y | |
| Mental Effort | Y | | | | Y |
| Emotional Effort | Y | | Y | | |
| Working in isolation | Y | | Y | | |
| Challenging behaviour | Y | | Y | | |