

## JOB DESCRIPTION

<b>JOB DETAILS</b>	
<b>Job Title</b>	Advanced Glaucoma Practitioner (Orthoptist)
<b>Reports to</b>	Lead Glaucoma orthoptist / Head Orthoptist
<b>Band</b>	Band 7
<b>Department/Directorate</b>	Orthoptic Department / Surgical Division, NDDH

<b>JOB PURPOSE</b>
<ul style="list-style-type: none"> <li>• To work in an extended role as an Advanced Practitioner and provide highly specialist assessment and co-management of glaucoma patients working alongside the Glaucoma Specialist Consultant Ophthalmologist and the Lead Glaucoma Orthoptist.</li> <li>• To provide a comprehensive quality Glaucoma Monitoring Service.</li> <li>• Deputize for the Glaucoma clinical lead, providing leadership, development and governance in relation to the clinical area and supporting other clinicians regarding patient treatment and management.</li> <li>• Work with the manager to develop the service in line with patient need and trust wide developments and to help provide an equitable service across the Trust.</li> <li>• To Lead on the supervision of Glaucoma Monitoring Team members both registered and unregistered staff.</li> <li>• The post holder will also provide comprehensive, high quality services as an autonomous practitioner by working as an effective member of the cross-site wider Orthoptic team in the assessment, diagnosis and management of both new and follow up paediatric and adult orthoptic patients as required.</li> <li>• To develop and monitor effective treatment plans using specialist skills based on clinical and analytical reasoning and using evidence based practice</li> <li>• Be part of an interdependent, multidisciplinary team ensuring optimal patient care.</li> </ul>

<b>KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• To provide high quality, comprehensive and highly specialised clinical services as a highly specialised autonomous practitioner within the extended role of the clinician.</li> <li>• Integrate into the multi-disciplinary Ophthalmology Team informing other professionals of findings and work as part of a team to maximise the patients potential</li> <li>• Support in auditing of the Glaucoma monitoring service to ensure best possible practice is followed, according to up to date research.</li> <li>• Support the development of glaucoma monitoring departmental protocols and patient information leaflets.</li> </ul>

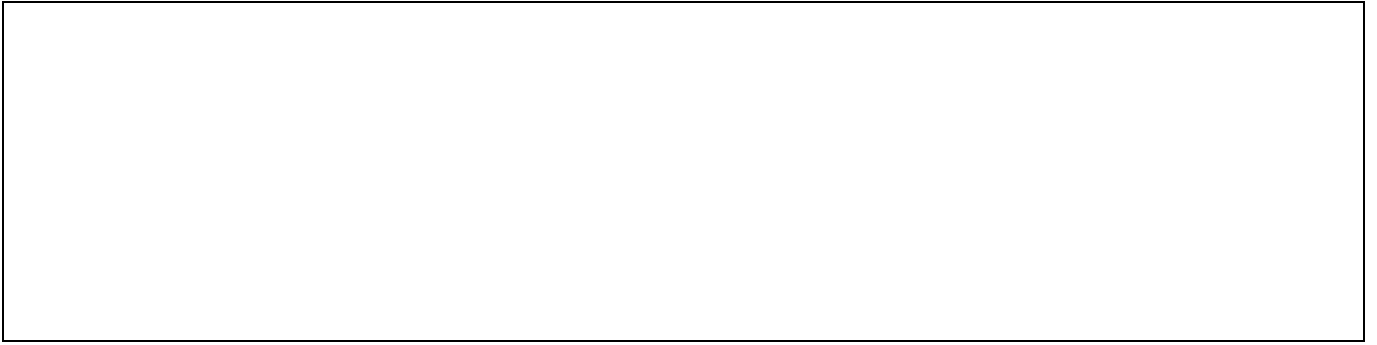
- Assist the Head Orthoptist / Lead Glaucoma Practitioner in the future planning and development of the Glaucoma Monitoring Service and Orthoptic service in line with patient need and Trust Wide developments
- To Lead on the supervision and mentoring of the Glaucoma monitoring team.
- Providing leadership, development and governance in relation to the clinical area and supporting other clinicians regarding patient treatment and management.
- Provide advice to patients with highly complex and specialist needs as well as carers and other disciplines.

### KEY WORKING RELATIONSHIPS

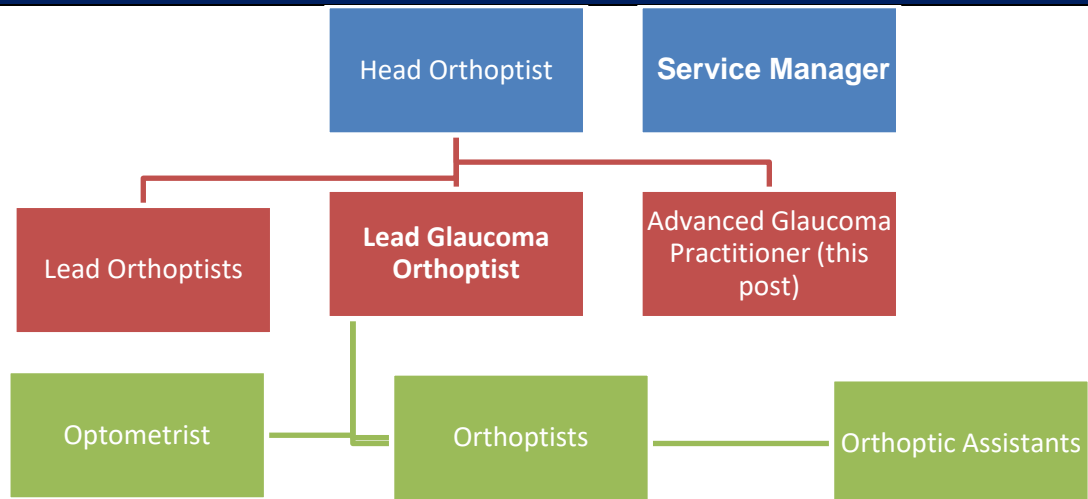
The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis  
 In addition the post holder will deal with the wider healthcare community, external organisations and the public.  
 This will include verbal, written and electronic media.

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> <li>• Line Manager</li> <li>• Orthoptists</li> <li>• Orthoptic Assistants</li> <li>• Other departmental clinical and admin staff</li>   <li>• NDHC staff at all levels in all departments</li> <li>• ECLO</li> </ul>	<ul style="list-style-type: none"> <li>• ROVI</li> <li>• Visiting Professionals</li> <li>• GP's and other practice staff</li> <li>• Local Optometrists</li> <li>• Patients</li> <li>• Relatives and Carers</li> </ul>



## ORGANISATIONAL CHART



## FREEDOM TO ACT

- Act as Advanced Practitioner providing leadership, and support, in relation to glaucoma and orthoptic clinical care to orthoptists and orthoptic assistants.
- To work as an advanced practitioner in the community/ hospital setting (as appropriate) without immediate supervision.
- Work within codes of practice, professional guidelines broad occupational policies and organisational standards of practice.
- Be professionally accountable for all aspects of your own work, within the context of an autonomous practitioner.
- Initiate and lead specific projects as required.

## COMMUNICATION/RELATIONSHIP SKILLS

- Ensure effective communication takes place at all times, taking a team approach to patient care and service needs.
- Participate in multidisciplinary meetings to ensure that there is an integrated approach that benefits patient's overall care plan.
- Communicates sensitive and complex information e.g. prognosis which impacts on patient's life / work
- To take a clear and concise medical history from the patient that is often of a confidential and sensitive nature
- To motivate compliance with the required treatment
- To provide condition related information to patients, relatives and other staff. This will require a significantly high level of anatomical and neurological knowledge. This requires a holistic and

tactful approach where patients or carers have no knowledge of the ocular defects associated with particular medical conditions and / or who have difficulty accepting the diagnosis which may require specialist communication skills in conveying information which is of a distressing nature to the patients / carers.

- Be proactive in giving talks/demonstrations regarding own area of expertise to colleagues and others (internal or external).
- Write comprehensive reports regarding patient assessment, treatment outcomes and recommendations to GPs, consultants, healthcare colleagues and other members of the multidisciplinary team.
- Read and interpret a range of patient medical, medication, history and care plans.
- Read and interpret a range of policy and guidance, both local and national.
- Provide information, advice and clinical expertise to team members and managers.
- Liaise closely with all members of the primary health care team and other agencies in all matters regarding patients care, discharge and future care management.
- To liaise with the visual impairment services team and health professionals regarding the educational and social needs of patients.
- To liaise with safeguarding adults and paediatric team as and when required.
- To represent the department at local, regional and national meetings.
- Work with patients referred with complex communication and cognitive problems e.g. stroke or where English is not the first language.
- Obtain patient consent and work within a legal framework with patients who lack capacity to consent to treat
- To regularly review the relevant patient information letters and leaflets.

## **ANALYTICAL/JUDGEMENTAL SKILLS**

- Undertake a comprehensive, holistic highly specialist clinical assessment of patients presenting with highly complex multifactorial problems using advanced analytical and investigative skills and clinical reasoning.
- Select appropriate orthoptic / optometry / other clinical tests to allow a diagnosis to be made and formulate individual treatment plans along with any further diagnostics that may be required.
- Use clinical judgment to access further diagnostics, treatment etc.
- Interpret highly complex information e.g. medical records and clinical findings.
- To provide advanced specialist advice and second clinical opinion to other colleagues e.g. GPs.

- To actively monitor clinical waiting times to meet patient need and Trust priorities.
- Work in collaboration with other teams in order to support a consistent and equitable service across the Trust.
- To identify surgical risks (pre, peri and post surgery) and to discuss these with the patients (parents / carers) and surgeon.
- To take the lead in the decision and timing of surgery. This requires an up to date knowledge of evidence-based practice.
- Participate in the operational planning and implementation of policy and service development within the team, helping to set priorities.
- Support clinical changes that contribute to the development of patient pathways.
- Undertake risk assessment, using clinical judgement and provide accurate feedback to the team as necessary e.g. in relation to lone working.
- Apply clinical reasoning skills after assessment to decide appropriate treatment plan and approach.

#### **PLANNING/ORGANISATIONAL SKILLS**

- Support the planning, development and implementation of all aspects of governance of the Glaucoma Monitoring Service ensuring all patients are seen in a timely manner
- Work alongside the Head Orthoptist / Lead Glaucoma Orthoptist / Practitioner to plan and advance / improve the Glaucoma Monitoring Service.
- To liaise with the Head Orthoptist / Lead Glaucoma Orthoptist / Practitioner regarding any problems with service delivery. E.g. organise additional clinics when necessary to manage the Waiting List / provide additional capacity.
- Manage an individual caseload of highly complex patients effectively and efficiently.
- Lead and take part in group sessions
- Plan, organize and prioritize own work load and guide the work of support workers and junior staff as appropriate.
- Work with the team to deliver the most effective service within the resources available to meet patient needs
- Exercise good personal time management, punctuality and consistent, reliable attendance
- Co-ordinate the service to ensure timely patient appointments
- To be involved in longer term strategic planning in area of expertise.

#### **PATIENT/CLIENT CARE**

- To work as an Advanced Practitioner Specialising in Glaucoma to provide comprehensive, high quality clinical services and provide advice to colleagues working within this Specialty.
- Manage highly complex caseload and treatment programmes using advanced clinical reasoning to a high standard expected of an experienced clinician.

- Prioritise, assess and treat highly complex patients referred, taking an evidence-based and reflective practice approach.
- Identify specific problems/needs and formulate highly specialist treatment plans in partnership with the patient and others.
- Evaluate patient care in the specialty/ specialties and be proactive in supporting development of services to meet national and local standards.
- Evaluate patient/user progress, and modify treatment/input if required.
- Instil a range of pharmaceutical eye drops into patient's eyes where necessary. To determine appropriate strength of drops. Advise patients/parents of potential risks, side effects and precautions.
- Undertake single-handed clinics at peripheral hospitals as required.
- To support and liaise with the orthoptists, optometrists and Consultant ophthalmologists, to ensure patients are referred following correct pathways and gain appropriate treatment.
- Discuss and advise surgical options with the surgeon.
- Identify pre-and post-operative risks and discuss surgical and non-surgical options with patient/parent/ophthalmologist. The Orthoptist's role is to take the lead in a highly complex discussion regarding the timing of surgery and the surgical technique. This requires a high level of knowledge, theory and experience.
- Be professionally accountable for all aspects of own work, within the context of an autonomous practitioner guided by professional practice guidelines and rules of professional conduct.
- Adhere to all professional standards of practice and organizational policies and procedures
- Following appropriate training and completion of required competencies ability to independently carry out assessments of new and follow-up patients with Glaucoma, interpret the clinical signs of Glaucoma using a slit-lamp and OCT scans, make treatment and follow-up decisions for Glaucoma patients.
- Comply with trust infection control policies and conduct him/herself at all times in a manner as to minimise the risk of health care associated infections.

#### **POLICY/SERVICE DEVELOPMENT**

- Support the team to keep updated in developments in the NHS care within the specialty.
- Identify opportunities to improve the service, taking account of resources available, discussing your ideas with colleagues and managers.
- Participate in the operational planning and implementation of policy and service development within the specialty in your area and coordinating across organisational and professional boundaries.
- Keep up to date with professional and clinical related developments in practice.
- Attend and contribute to Departmental meetings e.g. present new ideas, improvements in practice, development of the service and teaching.

- Propose clinical practice changes that contribute to the development of patient pathways to ensure the service meets recommended local and national guidelines.
- Be aware of and follow the Health and Safety at Work Act and local/national guidelines, reporting any incidents using the correct procedures.
- Report any accidents/ untoward incidents/ near misses to self, patients or carers to the manager in accordance with Trust policy.
- Adhere to all professional standards of practice and organizational policies and procedures.

## **FINANCIAL/PHYSICAL RESOURCES**

- Support the efficient use of resources including; maintaining stocks and supplies and ordering equipment & resources as agreed or directed.
- Ensure safe and efficient use of stock and equipment including; ensuring equipment is checked appropriately and any defects reported
- Utilises specialist equipment to provide treatment, where required.
- Demonstrate and instruct the use of equipment to ensure safety.
- To ensure that all test equipment is used correctly. Adequately maintained and stored away securely at the end of the session
- To ensure all equipment is cleaned regularly according to department procedures
- To comply with security arrangements in clinics

## **HUMAN RESOURCES**

- Work collaboratively with the manager to ensure training and continuing professional development for all team members and planning for the appropriate workforce.
- Participate in recruitment of staff
- Lead on clinical supervision as supervisor and take part in supervision as supervisee.
- Participate in staff appraisal as an appraisee and appraiser.
- Mentor and provide clinical supervision to newly qualified and junior staff
- Supervise glaucoma monitoring team
- Actively share areas of knowledge and experience both formally and informally.
- Identify own training and development needs and undertake appropriate training/education as required including statutory and mandatory training.
- Identify training needs of other team members.
- To take an active part in clinical placements in the department including work experience students, Optometry, Orthoptic students, Medical Students, GP's and Ophthalmologists.
- Ensure Professional registration is maintained and evidenced to the manager.



- Participate in and be proactive in teaching at training sessions for staff and other agencies.
- Work with the manager to ensure clinical cover across the locality is maintained especially at times of service pressure.

### **INFORMATION RESOURCES**

- Contribute to the collection of statistical data in order to monitor and develop team and glaucoma monitoring service activity.
- Maintain accurate and timely patient records using agreed standard formats.
- To contribute to a comprehensive, quality clinical service.
- Monitor and evaluate the information available and to produce a structured audit report based on that information specifically a glaucoma monitoring audit.

### **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.
- Take a role in clinical development e.g. journal clubs, special interest groups, peer review groups and other activities to share and expand specialist knowledge across the service.
- To contribute to the department's agenda for effective clinical governance with the aim of improving aspects of clinical outcome.
- To initiate and participate in clinical audits including participation in local, regional and national audits.

### **PHYSICAL SKILLS**

A range of clinical skills including; dexterity and accuracy for testing of patients visual ability

- Ability to travel to other locations as required meeting time constraints
- Assess and demonstrate the safe use of clinical equipment.
- Standard Computer skills to maintain patient records, clinical audit, support clinical practice, e mail, presentations and order equipment etc.
- Manual Handling of patients (e.g. transferring from wheelchair to clinical chair). This will include patients with complex and specialist needs.
- Use of Orthoptic/Ophthalmology equipment which requires good hand-eye coordination and accuracy.

- To undertake pre and post-operative measurements of motility defects. Significant manual dexterity and speed will be required to ensure accurate results especially in infants having eye surgery. 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.

### **PHYSICAL EFFORT**

- Daily work involves frequent sitting/standing, walking, moving equipment and manual handling.
- Ability to travel / drive to meet the requirements of the post
- Moving & handling of patients and equipment in relation to assessment and treatment (wheelchairs and manual handling aids) following ergonomic risk assessment as per statutory training and service risk assessments.
- Frequent VDU use
- Patient examination regularly requires uncomfortable working positions e.g. constantly leaning over and forwards, working whilst maintaining awkward posture in restricted positions or limited space frequently

### **MENTAL EFFORT**

- All shifts require continual concentration and significant mental effort to ensure correct investigation, diagnosis and management of patients.
- Manage competing demands of providing services on a daily basis and developing a clinical area.
- Read, decipher and interpret patient information.
- Read and decipher lengthy documents, summarising for other staff as appropriate.
- Work pattern is unpredictable and subject to frequent interruptions from staff and patients during the course of a clinical session
- Frequent mental effort in assessment and treatment programmes.
- Long periods of concentration, particularly when using a VDU.
- Identify strategies to motivate patients to comply with their treatment plan.
- Concentration required for driving to community locations.

### **EMOTIONAL EFFORT**

- The post holder is required to be professional in all situations some of which are emotionally challenging and complex
- Work with patients/service users and carers who occasionally have a poor/life limiting prognosis, including the communication of distressing news.
- Work with patients in the aftermath of bad news.

- Work with patients with mental health problems or occasional challenging behaviour.
- To work with mentally and physically disabled patients some of whom will present with very challenging behaviour e.g. physically / verbally abusive.

### **WORKING CONDITIONS**

- Lone working as required in accordance with Trust policy and procedures.
- Occasional contact with body fluids, infection and unpleasant smells.
- There may be exposure to fleas, lice, 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**

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.

# PERSON SPECIFICATION

<b>Job Title</b>	Lead Glaucoma Orthoptist
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Requirements	Essential	Desirable
<p><b>QUALIFICATIONS / SPECIAL TRAINING</b></p> <p>Degree or Graduate Diploma in Orthoptics / Optometry or Nursing                      HCPC / GOC / NMC registration                      Additional education in specialist field relevant to post to master’s level or equivalent specialist experience                      Member of specialist interest group                      Training in sign language communication                      Possession of City &amp; Guilds 730-7 teaching certificate or equivalent</p>	E E  E D D D	
<p><b>KNOWLEDGE/SKILLS</b></p> <p>Evidence of continuing professional development                      Evidence of highly developed communication skills to motivate patients and team                      Highly developed analytical and critical appraisal skills                      Knowledge of relevant NICE guidance, appropriate national guidance and other relevant initiatives                      Proven ability of complex case management                      Standard IT Skills including Powerpoint and Excel                      Skilled in use of slit-lamp, optic disc imaging and interpretation of results and ability to perform IOP measurement</p>	E E  E E E E  E	
<p><b>EXPERIENCE</b></p> <p>Appropriate clinical skill and competence to demonstrate highly developed specialist knowledge in clinical setting including specialist training                      Advanced level of clinical expertise to plan and organise a specialist caseload and develop the clinical team                      Experience of advanced problem solving                      Undertaken specific piece of work to enhance service development                       Audit and research experience</p>	E  E  E E E	
<p><b>PERSONAL ATTRIBUTES</b></p> <p>Good communication skills, written and verbal.                      Ability to work autonomously.                       Ability to work under pressure and with flexibility.                       Empathetic and demonstrates patient focus.                       Able to manage own emotions and cope in sometimes difficult situations with patients or their relatives.                       Standard computer skills.                       Understand the need for professional conduct.</p>	E E  E  E  E  E	

<p>Competent listening and observation skills.</p> <p>Positive interpersonal skills.</p> <p>Good co-ordination/organization skills.</p> <p>Ability to work positively and professionally as part of a team.</p> <p>Willingness/commitment to undertake training.</p> <p>Understands and demonstrates commitment to the Trust's values.</p> <p>Proven ability in organisational and time management</p> <p>Ability to deal with and resolve conflict</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	
<p><b>OTHER REQUIREMENTS</b></p> <p>The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.</p> <p>To be willing to work throughout the Trust.</p> <p>Flexible working re working in a range of clinical settings and environments and shift patterns.</p> <p>Able to travel to meet needs of the job</p> <p>Able to manage the moving and handling duties required of working with patients in various settings.</p> <p>Dextrous and accurate for clinical assessments</p>	<p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	



		FREQUENCY			
		(Rare/ Occasional/ Moderate/ Frequent)			
WORKING CONDITIONS/HAZARDS		R	O	M	F
<b>Hazards/ Risks requiring Immunisation Screening</b>					
Laboratory specimens	N				
Contact with patients	Y				
Exposure Prone Procedures	N				
Blood/body fluids	Y		Y		
Laboratory specimens	N				
<b>Hazard/Risks requiring Respiratory Health Surveillance</b>					
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				
<b>Risks requiring Other Health Surveillance</b>					
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				
<b>Other General Hazards/ Risks</b>					
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		