

JOB DESCRIPTION

|  |  |
| --- | --- |
| **JOB DETAILS** | |
| **Job Title** | Specialist Orthoptist |
| **Reports to** | Head Orthoptist |
| **Band** | 6 |
| **Department/Directorate** | Surgical Services - Ophthalmology |

|  |  |
| --- | --- |
| **JOB PURPOSE** | |
| To provide a range of core and specialist orthoptic services at the Royal Devon university NHS foundation trust in Exeter  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. | |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** | |
| * Assess patients, plans and implements care, provides specialist advise and maintains associated electronic records for patients in the WEEU orthoptic department * To provide Orthoptic services at other locations if required including peripheral clinics * Provide sound specialist advice to patients and their families/carers, staff of all disciplines and students. * Communicate with a range of staff of all disciplines, acting as a resource including liaison with other health care providers within the Trust and primary care setting regarding diagnosis and treatment advice * Work autonomously within local unit agreed competencies, departmental guidelines and protocols; * Work within a variety of sub speciality ophthalmology clinics to meet the developing needs of the service e.g thyroid, paediatrics and neuro-ophthalmology * 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 contribute to teaching of medical and non-medical staff.   The service is mainly based in The Royal Devon and Exeter Hospital, Barrack Road , Exeter, however the post holder may be required to travel to other community hospital sites (Axminster, Budleigh,Tiverton, Honiton, Okehampton, Crediton , Sidmouth Hospitals) | |
| **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** |
| * Consultant Ophthalmologists, other medical staff * Optometrists * Orthoptists * Cluster Manager for Ophthalmology * Heads of Department * WEEU DCU and OPD staff * Medical secretaries/administration staff | * Patient and carers * GPs * Support services (eg ROVIC) * National and local voluntary organisations, charities and volunteers |

|  |
| --- |
| **ORGANISATIONAL CHART** |
|  |
| **FREEDOM TO ACT** |
| * To work as an autonomous practitioner with direct patient care * To undertake specialist clinical orthoptic roles working to approved protocols and management guidelines * To work alongside Ophthalmologists in the consultant led paediatric and ocular motility clinics as required. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| * Communicate effectively with the orthoptic team and promote good communication within the team * Create an environment that fosters good communication between patients and their carers to ensure understanding and consent to treatment is gained. * Apply skills in communicating complex, and sensitive information to patients and carers. This includes discussions about diagnosis, prognosis, and treatment. * Communicate effectively sensitive and contentious information to patients and carers, this includes meeting driving standards. * Overcome communicating barriers, such as cultural, emotional and cognitive. * Contribute to the production and review of patient information leaflets * Communicate effectively with visiting students. To provide them with teaching, advice and reassurance throughout the training programme |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| * To make patient-centred judgements on management in the presence of uncertainty (e.g. patients unable to co-operate fully in clinical assessments) * Specialist clinical examinations will be comprehensive, acting within guidance from national recommendations, to aid in the management of complex cases * 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 patient’s sight, lifestyle, and well-being) * 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. * Recognise the need for further advice, guidance and support as appropriate. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| * To be responsible for prioritising and managing own clinical workload. * 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. * To assist with supervision of orthoptic work when required, and patient-related administrative duties of orthoptists * To practice within agreed protocols for both department and sub-specialist clinical areas as agreed with other Service Leaders * To meet professional requirements regarding the safety and management of patients * Planning patient follow up, specifying timescale and specific setting. |
| **PATIENT/CLIENT CARE** |
| * 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. * 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 * 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. * To be the first professional to initiate discussion about surgical treatment with patients and carers when strabismus surgery is indicated. 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. |
| **POLICY/SERVICE DEVELOPMENT** |
| * To contribute to the development, implementation and review of orthoptic departmental policies, protocols and clinical guidelines * Ensure that the service is delivered in accordance, professional, statutory body and Trust guidelines * 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) * To represent the department externally at local/regional meetings regarding the orthoptic service if required. * Supports the development of specialist multidisciplinary team services * Provides representation on committees/working groups as required * Ensures line manager is aware of any concerns regarding the quality of service provided and does so in a constructive manner * Coordinate the evaluation of clinical practice in relation to its evidence base and clinical effectiveness and proposes changes to practice accordingly |
| **FINANCIAL/PHYSICAL RESOURCES** |
| * To contribute to the maintenance and ordering of stock in the orthoptic department * To ensure that orthoptic physical assets and stock are secure and maintained correctly * To promote cost reduction initiatives without affecting the quality of the services provided * Has a personal duty of care in relation to equipment and resources |
| **HUMAN RESOURCES** |
| * To supervise orthoptic students, less experienced orthoptists and clinical students from other disciplines including optometrists, nurses, other AHP’s and medical students. * To contribute to the development of training programmes. * To contribute to the development of professional knowledge and skill of other staff in the Orthoptic team * Acts as a positive role model for other staff and students   **Professional Development:**   * Maintain responsibility for own professional and specialist development. * Use reflection to identify and prioritise education/development needs. * Be a member of a professional specialist forum/association (where such exists) and attend regional/national meetings and conferences when possible.   Undertake any training required in order to maintain competency including essential training i.e. infection control, fire, moving and handling, resuscitation |
| **INFORMATION RESOURCES** |
| * To keep full and complete patient records, by data entry to electronic patient records, to include examination results, diagnosis and management/treatment * To maintain orthoptic data as required for the purpose of audit or research |
| **RESEARCH AND DEVELOPMENT** |
| * To personally participate in continuing professional development as required by the HCPC * To contribute and participate in local orthoptic audit programmes necessary to improve patient care and service development * To contribute to research trials as required * To contribute to teaching programmes for orthoptic undergraduate students on clinical placement. * To participate in teaching programmes for other healthcare students and other professionals * To represent the department by presenting scientific material and the results of clinical audits if required |
| **PHYSICAL SKILLS** |
| * Undertake clinical procedures requiring dexterity and accuracy * Manually handle equipment frequently |
| **PHYSICAL EFFORT** |
| * 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 * Manual handling is sometimes required to transfer patients from wheelchair to examination chair, pushing patients in wheelchairs and movement of equipment * Clinical work requires concentration and mental effort to ensure correct investigation and precise measurements * Occasional exposure to patients with poor hygiene, exposure to chemicals and examination of children with head lice |
| **MENTAL EFFORT** |
| * Frequent concentration * Reading and deciphering patient information. |
| **EMOTIONAL EFFORT** |
| * Occasional work with patients in the aftermath of bad news. * Work with patients with mental health problems, learning disabilities, and occasional challenging behaviour. * Frequent work with relatives/carers in a supportive role. * Ability to cope and deal with occasional conflict. |
| **WORKING CONDITIONS** |
| * Occasional contact with body fluids e.g. faeces, vomit, smells, infections, dust, occasional exposure to unpleasant working environment, frequent use of Visual Display Units (VDU) |
| **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

|  |  |
| --- | --- |
| **Job Title** | Specialist Orthoptist |

|  |  |  |
| --- | --- | --- |
| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING** | | |
| BSc (Hons) Orthoptics(or equivalent qualification) | ✓ |  |
| Registered with Health & Care Professions Council | ✓ |  |
| Recognised teaching qualification or prepared to work towards |  | ✓ |
|  |  |  |
| **KNOWLEDGE/SKILLS** | | |
| Excellent verbal and written communication skills | ✓ |  |
| Knowledge and experience of NHS orthoptic service | ✓ |  |
| Ability to manage own case/workload | ✓ |  |
| Ability to participate in research and audit activity | ✓ |  |
| Ability to demonstrate empathy and professionalism when delivering complex or distressing information | ✓ |  |
| Computer literacy | ✓ |  |
| **EXPERIENCE** | | |
| Relevant post-graduation experience |  | ✓ |
| Experience of multi-professional working |  | ✓ |
| Previous experience of participation in clinical audit and research |  | ✓ |
| **PERSONAL ATTRIBUTES** | | |
| Able to work as an effective team member | ✓ |  |
| Diplomatic, calm and objective | ✓ |  |
| Highly motivated and enthusiastic | ✓ |  |
| Personally, and professionally mature | ✓ |  |
| Demonstrates enthusiasm whilst recognising own limitations | ✓ |  |
| **OTHER REQUIREMENTS** | | |
| Able to travel regularly between sites on a sessional basis. | ✓ |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **Yes/No** | **R** | **O** | **M** | **F** |
|  | | | | | | |
| **Hazards/ Risks requiring Immunisation Screening** | | |  |  |  |  |
| Laboratory specimens | N | |  |  |  |  |
| Contact with patients | Y | |  |  |  | ✓ |
| Exposure Prone Procedures | Y | | ✓ |  |  |  |
| Blood/body fluids | Y | |  | ✓ |  |  |
|  | | | | | | |
| **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) | Y | |  | ✓ |  |  |
| 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 | |  |  |  | ✓ |
| Heavy manual handling (>10kg) | Y | |  |  | ✓ |  |
| Driving (if driving license holder) | Y | |  |  |  | ✓ |
| Food handling | N | |  |  |  |  |
| Night working | N | |  |  |  |  |
| Electrical work | N | |  |  |  |  |
| Physical Effort | Y | |  |  |  | ✓ |
| Mental Effort | Y | |  |  |  | ✓ |
| Emotional Effort | Y | |  |  |  | ✓ |
| Working in isolation | Y | |  |  |  | ✓ |
| Challenging behaviour | Y | |  | ✓ |  |  |