

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Specialist Orthoptist</b>
<b>Department:</b>	<b>Orthoptics</b>
<b>Reports to:</b>	<b>Lead for Orthoptic &amp; Optometry Services</b>
<b>Liaises with:</b>	<b>Consultants, Doctors, Orthoptists, Optometrists, Nursing Staff, Technicians and Administrative team</b>
<b>Band:</b>	<b>6</b>
<b>Hours:</b>	<b>37.5 hours</b>

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### Job Summary

Due to the expansion and development of our service, an exciting opportunity has arisen to join our friendly, supportive Orthoptic team on a permanent basis. We support three paediatric consultants who also specialise in adult motility and neuro-ophthalmology and two paediatric Optometrists. The Royal Eye Unit is a large, modern Ophthalmology unit with 14 consultants and an Acute Referral Clinic. The case load of patients is varied and challenging. Clinics are predominantly undertaken at Kingston Hospital, but we also provide a paediatric service at Queen Mary's Hospital in Roehampton (accessible by public transport). We are also a placement site for undergraduate and master Orthoptic students. Flexible working is supported at Kingston Hospital and some work outside of core working hours may be required on prior agreement. We encourage and support continued professional development, funding and time to attend study days is available.

### Main Duties

To assess, diagnose and plan the management and supervise treatment of Orthoptic patients. To support the consultants in dedicated clinics, including motility, neuro-ophthalmology and botox which requires specialist Orthoptic knowledge. The opportunity to undertake training and develop the necessary skills to provide low visual aid assessment is possible. To work both as an autonomous practitioner and as part of a multi-disciplinary team. To assess patients of all ages, referred from the Ophthalmologist, and other departments within the trust such as, Paediatrics, Neurology, Maxillo-facial, Accident and Emergency, and the Stroke team. Please see the attached supporting job description and person specification document which contains more information about the role and requirements.

Chairman: Sukhvinder Kaur-Stubbs Chief Executive: Jo Farrar

**Associated with the University of London**

Main Kingston Hospital NHS Trust Site – Galsworthy Road, Kingston upon Thames, Surrey KT2 7QB

IJES No: 94812

Job Title: Specialist Orthoptist

Date: September 2022



Please ensure your application refers to the job description and person specification

### **Trust Culture and Values**

The Trust has defined its culture as one that is patient centred which puts safety first and where all staff take responsibility, are valued and value each other. To support this, our five values are that we are all:-

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**Caring** – we design and deliver care around each individual patient’s needs and wants

**Safe** – we make the safety of patients and staff our prime concern (safety comes first)

**Responsible** – all staff take responsibility for the hospital, its services and reputation

**Value each other** – we all value each other’s contribution

**Inspiring** – we always strive to empower each other to develop and deliver improvements to benefit our patients

Our training, policies, procedures, and practices are all intended to support behaviours in line with our values and all staff are expected to uphold these by 'Living Our Values Everyday'

### **Department Philosophy**

Our purpose is to provide high quality care to all patients referred to us. We aim treat every patient with the highest standard of dignity and respect and strive to provide a service that is friendly, efficient and timely. The Orthoptists and Optometrists work as a team alongside our doctors and support each other wherever possible. As part of the larger REU team, we aim to shine as an area that does exceptionally well with quality of care and positive patient feedback

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### **KEY RESPONSIBILITIES/OUTCOMES:**

#### ***Clinical***

To assess, diagnose and plan the management and supervise treatment of Orthoptic patients who are referred to the department as inpatients and outpatients.

To work as an autonomous practitioner, guided by Orthoptic professional practice guidelines and rules of professional conduct.

To manage own workload as an autonomous practitioner, prioritising patients who are urgent or need to be seen in a timely manner

To take a clear and concise medical and personal history from the patient which is often of a sensitive and confidential nature.

To assess patients of all abilities, in some challenging patient groups this requires manual dexterity, speed and experience to ensure accurate results and measurements to aid diagnosis.

To evaluate the outcome of treatment and adjust treatment plans on an individual basis, escalating to senior colleagues or doctors if there are any clinical concerns.

To keep clear and accurate medical notes using the electronic patient record system OpenEyes

To take part in Ocular Motility clinics diagnosing complex Orthoptic conditions and participating in the management plan.

To take pre and post-operative measurements of ocular motility defects.

To identify risks pre and post-operatively and advise on timing of surgery, and discuss these with the surgeon, patient/parent or carer. This requires up to date post graduate knowledge of evidence-based practice.

To support the stroke service within the department by undertaking screening on the Stroke ward.

To support the LVA clinics undertaking assessment and providing LVAs as required.

To respect patient and staff confidentiality at all times.

Instil, in some patients, dilating drops for diagnostic tests under PGD/exemptions

To follow department policies and determined by the Orthoptic Head of Department and clinical lead.

To take part in Orthoptic and ophthalmology staff meetings, to propose and discuss changes and improvements to the Orthoptic service.

To take minutes of staff meetings and circulate to staff members in the absence of Advanced Orthoptists

To be responsible for stock control and ordering supplies in own working area, including out-reach clinics

To initiate and take part in Orthoptic departmental and Royal Eye Unit audit, surveys and trials of equipment.

To undertake other duties as required by the Head Orthoptist or deputy to ensure the smooth running of the department, highlighting any problems with service delivery to the Head Orthoptist.

To tolerate unpleasant clinical conditions when they arise e.g. smell, noise and heat

## Communication

To communicate effectively and sympathetically to explain the details of medical conditions. This may be highly complex, requiring a holistic and tactful approach where patients/parents have no knowledge of the ocular defects associated with particular medical conditions or difficulty accepting the diagnosis

To be aware of safeguarding concerns and liaise with the safeguarding team and other health care professionals, including health visitors and social workers, sharing information on a need-to-know basis and escalating any concerns to a senior colleague in a timely manner.

To liaise with other members of the medical staff, health visitors, school nurses, teachers for the visually impaired and social services etc.

## Education and Training/ Self Development

To maintain continuous professional development by identifying own training and development needs and attending appropriate courses as required. Keeping an up to date CPD file in line with the requirements of the HCPC.

Maintain ongoing registration with the HCPC

Participate in an annual individual performance review process where objectives will be agreed, performance monitored and personal development needs discussed.

To attend all statutory and mandatory training as and when required to do so.

To undertake and be part of department audits and/or research and present results if required.

To take an active role as a member of the team in the Orthoptic undergraduate programme as a clinical tutor and feeding back sensitive information regarding skills and performance

To support the learning of pre-registration optometrists and clinical scientist trainees and other health professionals who attend the department for placement,

Act responsibly in respect of colleague's health, safety and welfare following safe work practices and complying with the Trust's Health and Safety Policies.

Adhere to all Trust Policies as applicable.

*This job description is not intended to limit the scope and extent of the job to be undertaken and will be subject to review and alteration as necessary, following discussion with the post holder.*

### **Health Clearance**

Health clearance is required for this appointment. Applicants must complete a medical questionnaire, return it to the Occupational Health and Wellbeing Service and, if required, undergo a medical examination before appointment.

### **Disclosure and Barring Service (DBS)**

A DBS will be required before appointment for all posts with access to children or vulnerable adults.

### **Confidentiality and Disclosure of Information**

In the course of your normal work with the Trust you will come into possession of confidential information concerning patients, the Trust and its staff. This information should always be treated according to the Trust's rules on confidentiality. Any inappropriate disclosure may be subject to the Trust's disciplinary procedures.

### **Raising concerns**

Staff may on occasion have genuine concerns about healthcare matters and consequently the Trust endorses the principle that these must be raised in a responsible and appropriate manner, and if necessary using the Trust's 'Raising Concerns (Whistleblowing)' policy.

### **Data Quality/Security**

The post holder is responsible for ensuring that he/she maintains the integrity and quality of both computerised and manual data.

### **Acceptance of Gifts and Hospitality**

The conduct of staff in the public service should be scrupulously impartial and honest and in this context any offers of gifts or hospitality should be discussed with your manager, prior to acceptance.

### **Codes of conduct and professional standards**

All staff should adhere to any codes of conduct or professional standards set by the regulatory bodies with whom they are registered or by professional bodies of which they are a member. Managers should observe the Code of Conduct for NHS Managers.

### **Risk (managerial and supervisory staff only)**

Managers are responsible for implementing and monitoring any identified and appropriate risk management control measures within their designated area(s) and scope of responsibility. Full details are set out in the Trust's Risk Management Policy.

### **Health and Safety**

All staff are advised that, under the Health and Safety at Work Act 1974 and associated legislation, it is the duty of every employee to take reasonable care for their own health and safety and that of other people who may be affected by their activities at work, and also to co-operate fully with the Trust and others in connection with any arrangements to satisfy the statutory duties and responsibilities under the Act, including undertaking appropriate mandatory and health and safety training.

### **Infection Control**

All staff must at all times be aware of their responsibilities for ensuring infection control and to maintain hygiene standards in accordance with infection control policies and instructions.

### **Personal Property**

The Trust is unable to accept responsibility for articles of personal property lost or damaged on its premises whether by burglary, fire, theft or otherwise and staff are advised to insure against all risks.

### **Equal Opportunities**

Equality of opportunity is an integral part of the Trust's recruitment and selection process and recruiting managers must ensure that they comply fully with the Trust's Equality & Diversity Policy. The Trust aims to ensure equality of opportunity for all irrespective of race, disability, sex, gender reassignment, sexual orientation, age, marriage and civil partnership, pregnancy and maternity and religion, or belief.

### **No Smoking**

Smoking by staff, patients and visitors, will not be permitted anywhere on Trust premises.

### **Security**

Staff must wear their identity badge at all times to assist in maintaining the security of the hospital; be observant, and not afraid to enquire of people as to their business in the hospital. Any suspicious behaviour must be reported to the Security Officer, manager, or security team.

### **Safeguarding children and vulnerable adults**

Kingston Hospital NHS Trust is committed to safeguarding children and vulnerable adults at risk of abuse. If the post is one that involves regulated activity in relation to access to children and vulnerable adults

during the course of their normal duties, an enhanced DBS check will be required. All employees have a responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.





Living our values *every day*

