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## Job Description

<b>Job Group (Delete as applicable):</b>	Allied Health Professional
<b>Job Title:</b>	Band 6 Orthoptist
<b>Existing Grade:</b>	
<b>Care Group:</b>	<b>Surgery Care Group</b>
<b>Service Line:</b>	Ophthalmology
<b>Department:</b>	Orthoptic Department
<b>Location:</b>	Plymouth Royal Eye Infirmary
<b>Appraiser:</b>	Lizzy Padgett – Head Orthoptist
<b>Accountable to:</b>	Lizzy Padgett – Head Orthoptist
<b>Position Number:</b>	
<b>Date:</b>	9.5.23

### Job Purpose:

- To provide Orthoptic services as an autonomous practitioner.
- To assess, diagnose and manage patients referred to the Orthoptic Department.
- To contribute to a comprehensive quality Orthoptic assessment service for patients referred to the Orthoptic Department.
- To work as an active member of a multi-disciplinary team
- To actively participate in teaching and supervision of Orthoptic undergraduate students within the Orthoptic Department

### Key Dimensions:

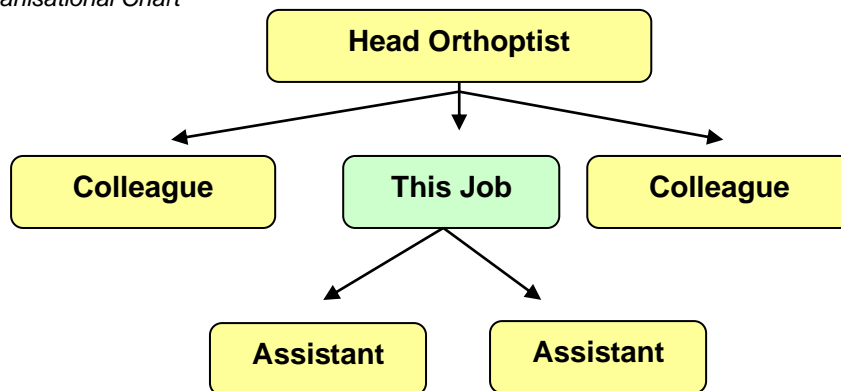
- The post-holder will be expected to work in the following areas where the service is provided, within the University Plymouth Hospitals NHS Trust, various community sites and the Child Development Centre
- Referrals to the Orthoptic Service are received from Ophthalmologists, Paediatricians, Accident and Emergency, Optometrists, General Practitioners, the Maxillo Facial speciality, Health Visitors and School Nurses.

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The caseload is such that the post-holder will see approximately 400 patients per month

## Organisational Chart

*Example Organisational Chart*



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## PRIMARY DUTIES & AREAS OF RESPONSIBILITY

### 1. Orthoptic Clinical Duties:

To take sole responsibility for the Orthoptic assessment, diagnosis and treatment of patients referred from outside agencies and to manage, using individual treatment plans, the associated amblyopia (non pathological vision loss) and other visual symptoms. This group of patients includes children with significant sight defects and requires a considerable degree of empathy and family support. In adults the diagnosis of acute onset ocular motility defects require a significantly high level of anatomical and neurological knowledge when there may be the need to make a differential diagnosis between clinical conditions.

To formulate, implement and monitor individualised management and treatment programmes using clinical reasoning and a wide range of treatment skills, for patients of all ages using advanced clinical reasoning and evidence based practise. Communicating effectively with patients, & / parents, & / carers those plans and to assess capacity and gain informed consent to those treatment plans.

To take sole responsibility to formulate relevant discharge plans and onward referral. This patient group comprises all cases of ocular motility defects and amblyopia (reduced vision with no pathological cause, which can only be treated before the age of 7-8 years), complex congenital and acquired cases, including neurological abnormalities, genetic disorders and associated ocular abnormalities.

To be responsible as an autonomous practitioner for the evaluation of visual acuity and visual behaviour in referrals from the specialist services. This includes infants with strabismus (squint) and amblyopia, congenital or developmental abnormalities, genetic referral, adult illiterates, children and adults with significant learning difficulties as well as acute ocular motility defects in both children and adults.

To assess patient results and act when they show new or change in existing clinical signs.

To work with and support the Consultant Ophthalmologist.

To perform appropriate Lees charts (documenting ocular motility disorders) and Fields of Binocular Single Vision (illustrating areas of single and double vision) of all patients, this requires highly specialist skills.

To perform auto-refraction and to be responsible for the maintenance and safe use of the Auto-refractor

To accurately assess spectacle prescriptions using automated and manual focimetry.

To be responsible as an autonomous practitioner, for the decision to instil drops for refraction tests, diagnostic and treatment purposes. To gain consent and instil drops when required and to advise patients/ carers of the side effects.

To liaise with the clerks assisting with the Orthoptic clinics.

To assess, diagnose and treat patients with special needs. This group of patients can often include assessment of non-seeing babies and specialist communication skills are needed in conveying this information to the parents / guardians.

To assess mentally and physically disabled patients, some of whom will present with very challenging

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behaviour e.g. physically / verbally abusive.

To assess eye movement disorders in patients from specialist clinics including Neurology, Maxillo-Facial, Endocrine and Casualty etc.

Where clinical signs and symptoms do not always fall into particular categories, and or where information is limited or unavailable the Orthoptist will be expected to determine the diagnosis, prognosis and management.

To liaise with the Head Orthoptist regarding problems arising from any Orthoptic treatment.

To undertake single-handed clinics at peripheral hospitals or clinics and to manage own workload.

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 and patient with special needs having eye surgery. Surgery will be based on the Orthoptic measurements.

To discuss surgical options with the surgeon.

To assist the 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.

To identify risks (pre, peri and post surgery) and to discuss these with the patient (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 practise.

To assess patient's post-operative outcome and modify treatment accordingly.

To liaise with the visual impairment service team and health professionals regarding the educational and social needs of patients and to impart specialist knowledge to these professionals.

To assess patient referral letters and triage appropriately for clinical urgency.

To work as part of a multi-disciplinary team consisting of Ophthalmologists, Optometrists, Orthoptists, Nurses, Paediatricians, and Advisors for the Visually Impaired and Clerks etc.

To liaise with social services in cases of suspected child abuse.

To assist and provide internal cover for colleagues during periods of annual leave, sickness and vacancies.

## 2. Administrational Duties:

To deal with enquires that arise during the working day and take appropriate action, liaising with the Head Orthoptist as appropriate.

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To contribute to the planning and the development of the Orthoptic service.

To be responsible for the care of clinical equipment and reporting of faults.

To liaise with the Head Orthoptist regarding any problems with service delivery, e.g. organise extra clinics when necessary to manage waiting lists.

To be aware and comply with organisational and departmental policies and procedures and to be involved in reviewing and updating these with the Head Orthoptist.

To participate in the reviewing of Orthoptic Information leaflets and pamphlets for patients.

To keep and maintain appropriate records at all times ensuring that all paperwork is filed promptly into case-notes.

Maintain and utilise Department and Trust information systems currently in use and ensure the accuracy of information held on Patient Information Management System (PiMS).

To liaise with other departments within the hospital (e.g. the wards, other specialities, the waiting list office, medical records, outpatients and information systems) and ensure that the department interfaces efficiently with them.

### 3. Professional Orthoptic Duties:

To have documentary evidence of Continuing Professional Development (CPD).

To participate in appraisal.

To attend and contribute to departmental journal clubs, e.g. prepare and present an article for discussion.

To attend and contribute to Orthoptic departmental meetings.

To represent the department externally at local, regional and national meetings regarding Orthoptic services and clinical expertise.

To comply with departmental quality procedures, participating in quality management monitoring. This will include planning of audits for hospital Ophthalmology service, and in participation in local, regional and national audits.

To attend appropriate training events, courses and lectures thereby maintaining up-to-date knowledge and skills.

To observe and maintain professional standards at all times.

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To observe safe working practises and equipment procedures, complying with legislative requirements under H&S regulations.

To undertake research and surveys at local level and at regional or national level if required.

To collaborate in other research projects within the Ophthalmology Department as required.

## **COMMUNICATIONS & WORKING RELATIONSHIPS**

To have excellent communication skills with all Trust and community staff, patients and parents/ guardians.

### Communication with Patients:

To discuss with patients the diagnosis and prognosis of their condition.

To tactfully explain the details of the medical condition which may be highly complex. This requires a 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.

To be aware of driving standards with regard vision and advise patients accordingly. To liaise with the DVLA as appropriate.

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 in understanding, e.g. patients who have had a stroke, patients with a learning disability.

To be aware of barriers to communication and be able to overcome them effectively with for example; learning disabled parents, where English is not the first language; with patients with expressive language difficulties (patients who have had a stroke).

To work with foreign language translators and sign language translators to ensure the patient (and parent or carer) fully understands the diagnosis and treatment plan for their condition.

### Communication with Colleagues:

To provide expert level of advice to other medical staff on Orthoptic matters.

To listen to patient complaints, and liaise with the Head Orthoptist as regards dealing with the complaint.

Liaise with the visual impairment service and teachers for the visually impaired, also to work within a multi-disciplinary team with other professionals at the CDC (to include OT's, physiotherapists, Speech and Language Therapists etc.)

To prepare and deliver reports/ presentations to large groups of professionals from various backgrounds, e.g. present Orthoptic topics/ audit at Clinical Governance meetings.

## **OTHER**

- Patient examination regularly requires uncomfortable working positions, e.g. constantly leaning forwards, kneeling, working whilst maintaining awkward posture (especially with babies and disabled patients), whilst manipulating equipment.
- Working conditions may be unpleasant with exposure to fleas, lice, childhood illnesses, MRSA, body fluids etc.

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- Manual handling is regularly required, e.g. movement of patients (transferring from wheelchairs to examination chairs), movement of equipment and wheelchairs.
- All shifts require continual concentration and significant mental effort to ensure correct investigation, diagnosis and management. This is also required when dealing with emotional and distressed patients / parents / carers.
- It will be necessary to maintain concentration despite regular interruptions during clinical assessment, e.g. clinical enquiries from patients and colleagues, telephone calls, disruptive behaviour from patients and relatives or be required to assist / advise a colleague in an emergency situation.

**All Job Holders are required to... THIS PAGE MUST BE INCLUDED IN ALL JOB DESCRIPTIONS**

- Work to the Trust values - Put patients first, Take ownership, Respect others, Be positive, Listen, learn and improve.
- Adhere to Trust policies and procedures, e.g. Health and Safety at Work, Equal Opportunities etc.
- Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
- Attend statutory, essential and mandatory training.
- Respect the confidentiality of all matters relating to their employment and other members of staff. All members of staff are required to comply with the requirements of the "UK Data Protection Act 2018/UK General Data Protection Regulation (UK GDPR)".
- Comply with the Corporate Governance structure in keeping with the principles and standards set out by the Trust.
- Comply with the codes of professional conduct set out by the professional body of which registration is required for the post.
- Ensure they are familiar with the Risk Management Framework, follow policies, procedures and safe systems of work, make known any hazards or risks that they identify and take all necessary actions to reduce risk.
- Ensure the welfare and safety of children within their care. This includes staff who come into contact with children and families in the course of their work as well as those staff who have a specific role with children and families.
- Ensure they attend Child Protection training at the appropriate level within the specified time frame.
- Staff must comply with Safeguarding Policies and Procedures in order to promote safeguarding and prevent abuse to vulnerable people using Trust services.

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- Maintain the prevention and control of infection and fully comply with all current Trust Infection Control policies and procedures.
- Take responsibility for any records that they create or use in the course of their duties, in line with the Public Records Act and be aware that any records created by an employee of the NHS are public records and may be subject to both legal and professional obligations.

**All Managers are responsible for...**

- Assessing risks and implementing the necessary actions to minimise these risks within their sphere of responsibility. They must also enable staff to attend the relevant statutory and essential training.
- Managing attendance in accordance with the Trusts Attendance Management Policy.

**All Heads of Departments are responsible for...**

- Ensuring all necessary risk assessments are carried out within their division, Service Line or department in liaison with relevant sources of specialist support and expertise within the Trust. They must also ensure that the risk management process is completed appropriately.

**Note**

This job description is neither definitive nor exhaustive and is not intended to be totally comprehensive. It may be reviewed in the light of changing circumstances following consultation with the post holder. This job description is to be read in conjunction with all current Plymouth Hospitals NHS Trust policies, procedures & guidelines.

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## PERSON SPECIFICATION TEMPLATE

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>KNOWLEDGE &amp; EXPERIENCE</b>	<p>To demonstrate an interest in Ophthalmology</p> <p>To demonstrate an awareness and motivation towards Continued Professional Development (CPD)</p>	<p>Proven post graduate demonstrable experience in all aspects of clinical Orthoptics involving specialist services, paediatrics and neuro-ophthalmology etc</p> <p>Proven evidence of active participation in the departmental teaching programmes</p> <p>Audit and research demonstrable experience</p>
<b>QUALIFICATIONS</b>	<p>To possess a Batchelor of Science in Orthoptics BSc(Orth), BmedSci(Orth) and/ or a diploma from the British Orthoptic Council (DBO)</p> <p>HCPC Registration</p>	Relevant teaching/ Clinical Tutor qualification
<b>APTITUDE &amp; ABILITIES</b>	<p>Good organisational and planning skills</p> <p>Well developed interpersonal and communication skills</p> <p>Good presentation skills</p> <p>To be approachable and able to maintain a good rapport with colleagues and staff at all levels and act as a role model</p> <p>To demonstrate the ability to deal tactfully and efficiently with patients and their carers</p> <p>Proven evidence of the understanding and ability to maintain patient confidentiality</p> <p>The ability to develop good working relationships with hospital staff at all levels</p>	
<b>DISPOSITION / ATTITUDE / MOTIVATION</b>	Proven evidence of working successfully as part of a multidisciplinary team and also independently	

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<b>OTHER FACTORS</b>	In the same day to perform Orthoptic clinics at the Royal Eye Infirmary and in the community, also to attend meetings at different sites, thus moving between various sites holding on to tight time schedules throughout the course of the working day	
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