

## **JOB DESCRIPTION**

### **Job Details:**

<b>Job Title:</b>	Orthoptist
<b>Band:</b>	5
<b>Location:</b>	NNUH
<b>Department:</b>	Orthoptic
<b>Managerially Accountable to:</b>	Head Orthoptist
<b>Professionally Accountable to:</b>	Operational Manager

### **Job Purpose:**

To provide Orthoptic services as an autonomous practitioner. To deliver effectively, individually and as part of a team, specialist levels of Orthoptic investigation and assessment. To use analytical skills to diagnose and treat a range of conditions as necessary. To work as an active member of a multi-disciplinary team. To undertake clinical audit and to take responsibility for own continuing professional development.

To support the delivery of a high quality, safe and compassionate healthcare service, all staff are expected to act as a role model to others in all aspects of their work and consistently demonstrate NNUH's 'PRIDE' values of People focused, Respect, Integrity, Dedication and Excellence and demonstrate behaviours that support and encourage an inclusive culture.

### **Overview of Essential Responsibilities:**

#### **Clinical**

1. To take sole responsibility for the Orthoptic assessment, diagnosis and treatment of patients referred from outside agencies and to manage, using individual treatment plans, visual loss and 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.
2. To formulate individualised management and treatment programmes using clinical reasoning, evidence based practice, and a wide range of treatment skills. Communicating effectively with patients, parents and carers those plans and to assess capacity and gain informed consent to those treatment plans.

3. To take sole responsibility to formulate relevant discharge plans and onward referral. This patient group includes patients suffering from strabismus, amblyopia (reduced vision with no apparent pathological cause), complex congenital and acquired conditions including cranial nerve palsy (neurological and systemic in origin), ocular trauma and genetic ocular disorders and associated ocular abnormalities.
4. 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 parents and guardians.
5. To be responsible as an autonomous practitioner for the evaluation of visual acuity and visual behaviour in referrals from 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.
6. To assess eye movement disorders in patients from specialist clinics including Neurology, Maxillo-facial, Endocrinology and Accident and Emergency.
7. Where clinical signs and symptoms do not always fall into particular categories or where information is limited or unavailable the Orthoptist will be expected to determine the diagnosis, prognosis and management.
8. To be competent in the analysis of complex facts in order to reach an accurate diagnosis and to determine the most appropriate treatment modality from a range of treatment options, including patients requiring orthoptic, optical, pharmacological and surgical management and to have the ability to discuss the pros and cons of procedures and their potential outcomes and to develop specialised programmes of care.
9. Perform Goldmann and Bjerrum visual fields and Driving fields and interpret results for medical personnel where appropriate. To act as an autonomous practitioner with the sole responsibility to assess visual fields requested out with the Ophthalmology department i.e. Neurology and Endocrinology.
10. To provide highly developed hand eye co-ordination to facilitate a high level of accuracy with all Orthoptic and Orthoptically related Ophthalmic equipment.
11. To perform secondary vision screening and ocular assessment in 0-3½ year olds within the Norfolk community, which requires the use of highly skilled clinical judgement to determine the need for referral and the urgency of the referral based on clinical findings.
12. As an autonomous practitioner the post holder will be responsible for the decision to instil drops for diagnostic and refractive purposes, the appropriate strength required and to advise patients on possible side effects using Patient

### Group Directions.

13. To undertake single-handed clinics at peripheral health centres as required.
14. Communicate complex, unwelcome, life changing, sensitive information in a tactful, persuasive, empathetic, reassuring manner to Patients / parents / medical / nursing / school staff regarding the importance and implications of diagnosis and treatment to ensure that all understand the complex issues concerning occlusion therapy, drug therapy, optical and surgical therapy. This requires a holistic approach where patients, parents or carers have no knowledge of the ocular defects associated with particular medical conditions and or who have difficulty accepting the diagnosis. Communication may involve breaking down barriers to understanding such as non-English speaking patients and those with learning difficulties
15. To utilise a range of verbal and non-verbal mechanisms in the assessment and communication of treatment plans to patients, parents and carers to progress visual improvement. This will include patients who may have difficulties in understanding e.g. Stroke victims and patients with learning difficulties.
16. 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.
17. To discuss surgical options with the surgeon, patients, parents and carers and to identify surgical prognosis and risks based on clinical findings.
18. To take the lead in the decision and timing of surgery. This requires an up to date knowledge of evidence-based practice in order to make recommendations of surgical procedure and surgical amounts to the Ophthalmic surgeon.
19. To aid the surgeon in ocular realignment in patients undergoing adjustable suture adjustment post-surgery.
20. To assess patients postoperative outcome and modify treatment accordingly.
21. To keep up to date with research and latest treatment methods in Orthoptics and Ophthalmology in order to demonstrate evidence based practice.
22. To keep work up to date within departmental standards, notifying the Head Orthoptist if this becomes problematic.
23. To be responsible for planning, implementing and monitoring individual treatment plans and care pathways for patients of all ages using advanced clinical reasoning and evidence based practice. Also be able to identify when additional investigative and treatment services may be required e.g. tensilon tests.
24. To demonstrate a high level of concentration when carrying out clinical

procedures and writing clinical reports. To maintain clinical records as required by the Head Orthoptist in line with the Trusts patient record policy.

25. To demonstrate specialised observational skills to assist with diagnosis and management of patients where conventional clinical assessment may be difficult, such as special needs children and patients who have suffered stroke or neurological disease.
26. To be able to work in conditions that at times may be unpleasant, such as those with high levels of noise and unpleasant aromas. To appropriately manage the situation when patients may have infectious clinical conditions.
27. To act as an autonomous practitioner with sole responsibility to formulate relevant discharge plans with the knowledge to understand when patients require referral to other specialities such as neurology, endocrinology etc.
28. To liaise with the visual impairment services team and other health professionals regarding educational and social needs of patients.
29. To work as part of a multi-disciplinary team consisting of Ophthalmologists, Optometrists, Nurses, administrative assistants etc.
30. To liaise with the lead nurse and social services in cases of suspected child abuse.
31. To undertake any other duties as may be reasonably be required by the Head Orthoptist consistent with their grade.

## **Organisational**

1. To organise Orthoptic appointments for patients with appropriate Ophthalmology, Optometric and Orthoptic clinics.
2. To keep and maintain appropriate records at all times ensuring the paperwork is filed promptly into case notes.
3. To ensure knowledge of Hospital PAS is adequate and up to date and abide by policy of data protection, and that the Trust Cyber Code of Conduct is adhered to in using the Trust Email system.
4. To undertake regular reviews of departmental policies, protocols and guidelines to maintain up to date knowledge and skills. To assist with the development of departmental protocols and guidelines. To abide by these protocols whilst incorporating specialist clinical skills and knowledge for age group and mental/physical ability of the patient.
5. To attend and undertake in clinical audit and research. Participate in departmental audit and staff meetings, professional clinical meetings, in service training meetings and other courses and conferences, in order to maintain

continuing professional development and to improve and enhance personal knowledge and skills

6. To provide a professional role model, maintaining an up to date knowledge of techniques and technology.
7. To monitor and requisition all clinical and non-clinical supplies for own work area.
8. To be responsible for the care of equipment and reporting of faults.
9. To contribute to the planning and development of the Orthoptic service.
10. To assist and provide internal cover for colleagues during periods of annual leave, sickness and vacancies across the service.
11. To undertake any administrative duties as may be necessary in this post.
12. To deal with enquiries that may arise during the working day and liaise with the Head/Lead Orthoptist to take appropriate action.
13. To liaise with the Head Orthoptist regarding any problems with service delivery.
14. To be aware and comply with organisational and departmental policies and procedures.
15. To take responsibility for the provision of stock including stationary, optical and Orthoptic supplies for own work area.

<b>Functional Requirements</b>			
Direct face to face patient contact	Yes	Blood/body fluid exposure	No
Exposure prone procedures (EPP)	No	Prevention and management of aggression	Yes
Manual handling	Yes	Crouching/stooping or kneeling	Yes
Night working/shift work	No	Frequent hand washing/wearing gloves	Yes
VDU user	Yes	Chemical sensitisers	No
Driving patients	No	Noise	No
Other (please state)	Choose an item.		

**Job Specification:**

	Means of Assessment	
	Essential/ Desirable	Application Form/ Interview/Test
<b>Qualifications/training and professional development</b>		
Diploma of the British Orthoptic Council (DBO) or Health Sciences Degree (Orthoptics)	E	Application
State Registration with the Council for the Health Professions Council (HPC)	E	Application
<b>Experience</b>		
Experience of Orthoptics in an acute hospital environment.	E	Application/Interview
Previous experience of Goldmann Fields, and Visual Screening	D	Application/Interview
<b>Skills, abilities and knowledge</b>		
Excellent communications and interpersonal skills.	E	Interview
Ability to maintain standards of patient care in a busy environment.	E	Interview
<b>Attitude, aptitude</b>		
Effective role model, demonstrating NNUH's PRIDE values of People focussed, Respect, Integrity, Dedication and Excellence	E	Application Form/Interview
Demonstrates understanding and commitment to Equality, Diversity and Inclusion	E	Application Form/Interview

Reasonable adjustments can be considered to support disabled candidates in respect of the requirements of this role.

For information regarding general terms and conditions of employment please ask your line manager or Human Resources.

This job description indicates currently the main responsibilities of the post. It is not a complete list and may be amended and developed as necessary in consultation with the manager and post holder. We would aim to reach agreement on any changes, but if agreement is not possible, the Trust reserves the right to make changes to this job description.

