

**JOB TITLE Orthoptist
BAND 5**

Job Summary

- To provide Orthoptic services as an autonomous practitioner, both preventative and curative as directed by the standards of the British and Irish Orthoptic Society (BIOS).
- To assess, treat and manage patients referred to the Orthoptic service at the main base and community clinics.
- To determine the clinical diagnosis and to develop effective treatment plans, and refer to the Ophthalmologist when required.
- To provide visual field assessments using visual field machines.

Responsible to

**Reporting:
Head Orthoptist**

**Accountable:
Head Orthoptist**

**Professionally:
Head Orthoptist**

Responsibilities and Duties

Orthoptic Clinical Duties

- Undertake Orthoptic assessment, diagnosis, and treatment, of paediatric and adult patients referred to the Orthoptic Service, with a range of vision, ocular motility and binocular vision defects, including referrals from casualty, neurology, maxillo-facial, endocrine and Stroke/rehabilitation units.
- Work autonomously and to make clinical decisions using his/her own judgement and initiative seeking advice from a senior Orthoptic colleague as required.
- To be responsible for planning, implementing and monitoring individual Orthoptic treatment for patients of all ages using professional judgement to adjust treatments, referring to the Ophthalmologist when appropriate, and planning appropriate and timely discharge, following the department discharge policy. To liaise with/take guidance from the Head Orthoptist as required.
- Keep accurate contemporaneous records in line with legal and professional standards and requirements and communicate assessment and treatment results to appropriate disciplines in the form of reports and letters.

- Respect staff and patient confidentiality at all times.
- Support and work pro-actively with the Consultant Ophthalmologists in the assessment and management of patients attending their clinics. Alert Consultant / medical staff to any change or deterioration in a patient's condition that may require urgent attention.
- Liaise with the Ophthalmologist when using atropine (a prescribed drug) as an alternative treatment for amblyopia (non-pathological visual loss) and to advise parents/carers of side effects accordingly.
- As an autonomous practitioner, to be responsible for the decision to instil drops for diagnostic and refraction purposes, the appropriate strength required and to advise parents/carers of side effects accordingly in line with Patient Group Directives (PGD).
- Accurately assess spectacle prescriptions using manual or computerised focimetry.
- Undertake assessment of preoperative and postoperative patients and discussion of surgical management options with the Ophthalmologist when required.
- Undertake visual field analysis as and when requested with relevant training.

Communications

- Use good interpersonal/ communication skills to provide condition related information to patients, relatives and other medical staff, where there may be barriers to communication, in order to gain compliance and an understanding of the condition.
- Liaise with and support all members of the ophthalmic team and other professions as necessary in order to maintain a high quality co-ordinated service.
- Provide written and verbal information on patient assessment and care for General Practitioners, and other professionals as required.
- Be aware of sensory impairments, such as visual, hearing and speech when receiving and giving information. Being aware of translation services and "other formats" when giving information.

Administrative and Organisational Duties

- Maintain a high standard of record keeping ensuring information is accurate and up to date for future reference and complies with the Data Protection Act.
- Carry out administrative tasks such as requesting follow-up appointments, writing letters to GP's or other health professionals. Providing daily statistics, enabling the Head Orthoptist to maintain accurate monthly statistical returns.
- Deal with enquiries that may arise during the working day and take appropriate action.
- Respond to telephone and face-to-face enquires from patients and/or their relatives.
- Assist in the teaching to School Nurses/ Health Visitors/ student nurses when delegated by the Head Orthoptist.
- Participate regularly in clinical audit and in departmental research as agreed with the Head Orthoptist as a condition of Continuing Professional Development.
- To be aware of current legislation/national policies and profession quality standards and suggest local policy alterations where are deemed necessary.
- Be familiar with all departmental policies, standards, work to agreed protocols and actively contribute to updating of protocols on a regular basis. To propose changes in own work areas.
- Contribute to the department's agenda for effective clinical governance with the aim of improving aspects of clinical outcome.
- Assist in the teaching to School Nurses/ Health Visitors/ student nurses when delegated by the Head Orthoptist.
- Participate regularly in clinical audit and in departmental research as agreed with the Head Orthoptist as a condition of Continuing Professional Development.
- To be aware of current legislation/national policies and profession quality standards and suggest local policy alterations where are deemed necessary.

Professional responsibilities

- Ensure practice is within Professional guidelines and Orthoptic department policies and protocols, which have been agreed within the Health Board, and make judgements about the best course of treatment.
- Be aware of the Health and Safety aspects of the job, record and report promptly any adverse incident to the appropriate staff.
- Be aware of Risk Management standards and assess clinical risk in relation to clinical area. This includes personal responsibility for the correct and safe handling of equipment.
- Undertake reflective practice.
- Take responsibility for maintaining and recording all personal CPD and attend / participate in professional clinical meetings, In Service Training and other courses / conferences to maintain an up to date knowledge of techniques and technology.
- Undergo appraisal in the form of the HBs Personal Development and Review System (PADR) and mandatory training programmes.
- Attend and participate in departmental journal clubs, audits and staff meetings.
- Undertake any other duties commensurate with the grading and nature of this post as required.

PERSON SPECIFICATION

Qualifications and Knowledge

Essential

- UK Degree in Orthoptics or Diploma of the British and Irish Orthoptic Society
- To hold HCPC Registration.
- Indemnity insurance

Experience

Essential

- Is competent to deal with a varied in Orthoptic clinical situations.
- Ability to perform well under pressure.
- Evidence of up to date Orthoptic knowledge / techniques by attending training courses.

Skills and Attributes

Essential

- Evidence of good communication skills with all age groups.
- Good organisational and time management skills.
- Willing to develop and extend all skills including working autonomously and as part of a team.

- Able to demonstrate commitment to high quality patient care.
- IT/keyboard skills
- Enthusiastic.
- Professional and motivated approach.
- Flexible and reliable approach to working patterns
- Caring and considerate attitude
- Willing to work at the departments' community clinics and Wrexham Maelor Hospital
- To be competent in written and spoken English
- Ability to travel between sites in a timely manner carrying equipment.

Desirable

- To be receptive to advice and direction concerning continuing personal development.
- Ability to speak/understand Welsh any level.

Other

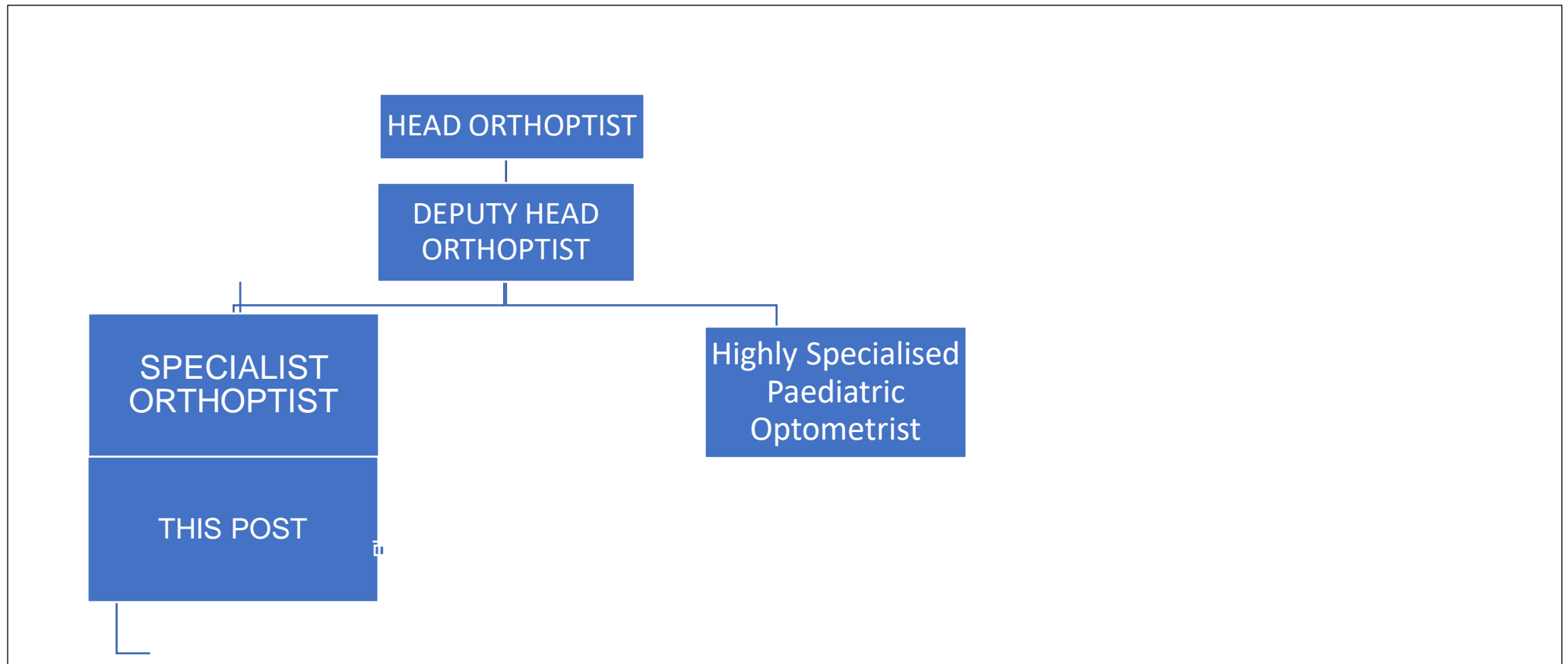
Satisfactory Enhanced DBS clearance including an Adults and Childrens Barred List check.

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Please submit this document with the Job Description when submitting for job evaluation (banding) although it will not be used for recruitment purposes.

Organisational Chart

Complete, add or delete as appropriate the text boxes below showing the organisational relationships.



Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process. The examples provided should relate to this post and what is written in the Job Description.

3 examples should be adequate.

Physical Effort

Please identify any circumstances that may affect the degree of effort required -

'Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job'

Walking /driving to work is not included

Many roles will require a combination of sitting, standing, and walking with little or no requirement for physical effort

Where the role requires some physical effort, please provide examples and state if this is -

Rare – combination of sitting, standing, walking or **Occasional** – at least 3 times per month but fewer than half the shifts worked or **Frequent** – occurs on half the shifts worked or more

Several Periods – repeated recurrences of physical effort during the shift or **Ongoing** – continuously or almost continuously

Short Periods – up to and including 20 min or **Long Periods** – over 20 mins

Examples of Typical effort(s)	How Often	How Long
Patient examination regularly requires uncomfortable working positions e.g. constantly leaning forwards, kneeling, working whilst maintaining awkward posture with all patient age groups (especially when examining babies and disabled patients), whilst manipulating equipment.	Frequent	Ongoing throughout day
Ability to travel between sites in a timely manner carrying equipment	Occasional – Will increase as experience gained up to at least once a week. May include moving from one clinic to another at lunchtime.	Travel to community clinics and special schools ranges from 20 to 45 minutes
Standard keyboard use is required	Frequent	Several periods
The post holder requires physical skills that are obtained during	Frequent – daily	Long periods, throughout day.

<p>practical Orthoptic training, over a period of time and through practise. For example</p> <ul style="list-style-type: none"> • Significant manual dexterity and speed are required to ensure accurate results when assessing children with visual impairment, measuring pre-operative and post-operative motility defects especially in infants who will be having eye surgery, carrying out detailed manual perimetry, instilling eye drops in young children and accurately assessing spectacle prescriptions using manual or computerised focimetry. • Competence in the use of highly complex specialist Orthoptic equipment used for complex eye examination / measurement, requiring highly developed hand eye co-ordination with a high degree of precision and speed e.g., prisms, Ophthalmoscope, focimeter, Synoptophore and Auto-refractor • Competence in the use of highly complex specialist equipment e.g. , requiring highly developed hand eye co-ordination with a high degree of precision and speed 		
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Mental Effort

Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day -

'Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients'

Type

General Awareness – carry out day to day activities but no need to concentrate on complex or intricate matters

Concentration – jobholder needs to stay alert for periods of one to two hours

Prolonged – requirement to concentrate for more than half the shift

Intense – In-depth mental attention with proactive engagement

Unpredictable – jobholder needs to change from one activity to another at a third-party request. Jobholder has no prior knowledge

<u>How often</u> Occasional – fewer than half the shifts worked Frequent – occurs on half the shift worked		
Examples of Typical effort(s)	Type	How Often
All shifts require continual concentration and significant mental effort to ensure correct investigation, diagnosis and management. Concentration for long periods while interacting with individual or groups clients for purposes of therapy or assessment.	Intense	Frequent
Drive a vehicle to and from community clinics	Intense	Occasionally
There may be interruptions from other staff during the course of the clinic	Intense	Occasional

Emotional Effort
<p>Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with -</p> <p>'Processing (e.g., typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff; communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident'</p> <p>Fear of Violence is measured under Working Conditions</p> <p><u>Type</u> Direct – jobholder is directly exposed to a situation/patient/client with emotional demands Indirect – jobholder is indirectly affected by for example word processing reports of child abuse</p> <p><u>How Often</u></p>

Rare – less than once a month on average
Occasional – once a month or more on average
Frequent – once a week or more on average

Examples of Typical effort(s)	Type	How Often
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.	Direct	Frequent
Use appropriate verbal and non-verbal communication skills with patients and/or carers, some of whom may be non-English speaking or where there are barriers to understanding e.g. hearing loss, altered perception, fear or inability to accept diagnosis, verbally aggressive etc.	Direct	Frequently and increasing
Frequently communicate specialist, sensitive, patient related information requiring empathy and re-assurance to patients and/or carers. Frequently information given may be life changing, highly distressing, contentious or unwelcome e.g. sight loss or visual impairment and will require highly persuasive and compassionate, empathetic counselling skills	Direct	Frequent
To communicate effectively with patients and carers who may occasionally be verbally aggressive, deal with challenging behaviours or deal with infectious conditions, such as conjunctivitis, impetigo.	Direct	Frequent

Working Conditions

Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month

'Use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations'

Driving to and from work is not included

Rare – less than three times a month on average

Occasional – three times a month on average

Frequent – several times a week with several occurrences on each shift

Examples of Typical effort(s)

How Often

All orthoptic testing requires working in very close proximity to patients i.e. approximately 1/3 metre this can result in adverse environmental conditions and unavoidable hazards e.g. unpleasant odours, exposure to fleas, lice, childhood illnesses or other infectious diseases. There may be unavoidable hazards, such as spills of harmful chemicals, aggressive behaviour of patients, clients, relatives and carers.

Frequent

Occasional adverse environmental conditions include hot/cold, smells and noise

Frequent