

**JOB TITLE Specialist Orthoptist
BAND 6**

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 manage own complex caseload, and be responsible for single handed practice in the community clinics as designated by the Head Orthoptist.
- To determine the clinical diagnosis and to develop effective treatment plans, and refer to the Ophthalmologist when required.
- To participate in specialised clinics including the children's refraction service, stroke, Visual processing clinics and specialist assessment and management of pupils at Special Schools/Units.
- To assist in the clinical teaching of Orthoptics to Orthoptic undergraduates on placement and other health professionals, including pre-registration Optometrists, Health Visitors, School Nurses, General Practitioners (GP), junior doctors and medical students.

Responsible to

**Reporting:
Head Orthoptist**

**Accountable:
Head Orthoptist**

Professionally:

Responsibilities and Duties

Orthoptic Clinical Duties

- As an autonomous practitioner to be legally and professionally responsible and accountable for the management of patients in BCUHB East in the acute and community Orthoptic service.
- To prioritise own complex clinical caseload effectively and efficiently with regards to clinical priorities and time available.
- To work autonomously and to make clinical decisions using his/her own judgement and initiative.
- To have sole responsibility to perform orthoptic investigations, diagnose, formulate and undertake individual treatment plans for patients referred to the orthoptic service in line with agreed departmental protocols, whilst incorporating specialist clinical and analytical skills and knowledge relating to the diagnosis, health and ability of the patients including those referred from other specialties including complex medical conditions cases from

paediatrics, neurology, Maxillo facial as well, as referrals from Ophthalmologists and Optometrists. Identify when additional investigative and treatment services and onward referral is required.

- Responsible for planning implementing and monitoring individual Orthoptic treatment plans and care pathways for patients of all ages using advanced clinical reasoning and evidence based practice.
- Responsible for discharging patients from orthoptic care at the appropriate time.
- 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.
- Responsible for a single-handed caseload in designated community based clinics and contribute to the delivery of a service equivalent to the standard of the main hospital base. To be responsible for the appropriate referral of patients to the main hospital base for further ophthalmic opinion, investigation and surgical management.
- 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).
- Responsible for the administration / smooth-running of the Children's Refraction Service in the designated community clinics and base. To discuss with / advise the Optometrists about the glasses prescriptions required.
- Accurately assess spectacle prescriptions using manual focimetry.
- Undertake pre-operative and post-operative measurements of motility defects and to discuss surgical options with the Ophthalmologist. Identify post-operative risks and discuss this with the patients (parent/carer) and Ophthalmologist. It is the Orthoptists role to take the lead in the decision and timing of surgery. This requires an up to date knowledge of evidence practice and significant manual dexterity and speed to ensure accurate results especially in infants who will be having eye surgery. Surgery will be based on Orthoptic measurements.
- Undertake visual field analysis on the Humphrey field Analyser and fields to confrontation on such patients as require it and to assist in the interpretation of the results.
- In the absence of the senior staff be able to offer advice regarding the testing and interpreting of visual fields in order to ensure the smooth delivery of the visual field service.

Communications

- Provide condition related information to patients, relatives and other medical staff. This may be of a sensitive nature and will need to be phrased so there is full understanding of the condition.
- Liaise with and give detailed medical information to all members of the Orthoptic team and other professions as necessary in order to establish a high quality co-ordinated Service, e.g. education, other health care professionals, GP's.

- Communicate effectively with patients and/or their carers taking into account barriers to understanding, including language, and learning difficulties.
- Deal with distressing situations regarding diagnosis and prognosis of eye conditions .To work with patients who have life threatening conditions .To liaise with social services where there may be special family circumstances.
- 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.

Training, Education and Research Responsibilities

- Assist in the clinical teaching of undergraduate Orthoptic students and to give feedback on their progress and assess their competencies.
- Demonstrate Orthoptics to visiting medical and non-medical personnel as required.
- Participate in Clinical Audit, departmental research, personal development reviews and mandatory training programmes.

Administrative Duties

- Ensure equipment is safe to use and to report any faults.
- Undertake general clerical duties at the hospital and community sites.
- 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.
- Provide prompt written correspondence to referrers and health professionals.
- 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.
- Organise appropriate follow-up appointments for patients in the hospital and community clinics.
- Collate daily patient statistics and monthly reports for the community sites.

Organisational responsibilities

- Be familiar with all departmental policies and standards and work to agreed protocols and actively contribute to updating of protocols on a regular basis. To propose changes in own work areas.
- Assist in the monitoring, maintenance and development of local professional quality standards and to comment on these policies.
- Contribute to the department’s agenda for effective clinical governance with the aim of improving aspects of clinical outcome.

Professional responsibilities

- Prioritise and organise personal workload balancing patient and professional demands to ensure these adhere to local, national and professional requirements.
- Liaise with and give detailed medical information to all members of the Orthoptic team and other professions as necessary in order to establish a high quality co-ordinated Service, e.g. education, other health care professionals, GP's.
- Be aware of the Health and Safety aspects of the job, implement any policies which may be required to improve the safety of the workplace, record and report promptly any adverse incident to the appropriate staff.
- Be aware of Risk Management standards and assess and manage 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.
- Participate in the HBs Personal Development and Review System (PADR) and mandatory training programmes.
- Attend and participate in departmental journal clubs, audits and staff meetings taking the lead on several subjects per year some of which may change departmental practice and protocols
- Undertake any other duties commensurate with the grading and nature of this post as required.
- Following appropriate training undertake extended roles where appropriate (stroke, visual processing difficulties, assessment and management of those with special needs), as required by service needs/developments.

PERSON SPECIFICATION

Qualifications and Knowledge

Essential

- UK Degree in Orthoptics or Diploma of the British and Irish Orthoptic Society
- To hold HCPC Registration.
- Evidence of post graduate clinical experience and attendance at relevant courses
- Documented evidence of CPD

Desirable

- Evidence of participating in teaching of healthcare professionals and Orthoptic undergraduates.
- Willingness to undertake a relevant teaching course

Experience

- Proven ability in Orthoptic clinical skills with evidence of competence in working with a varied caseload
- Proven in depth knowledge of formulating treatment plans involving complex information
- Evidence of working autonomously in clinical situations
- Evidence of up to date Orthoptic knowledge / techniques by attending training courses.
- Evidence of Continued Professional Development

Skills and Attributes

- Good communication skills with all age groups
- Good organisational and time management skills
- Able to communicate effectively with colleagues
- Evidence of supporting others in a clinical environment
- Able to demonstrate commitment to high quality patient care
- Ability to work autonomously and as part of a team
- Evidence of implementing research based practice
- Experience and / or ability to use computers
- Effective presentation skills
- Professional and motivated approach.
- Communicate well with colleagues and other professionals
- Flexible and reliable approach to working patterns
- Caring and considerate attitude
- Neat appearance, good time keeper, well organised and reliable
- Willing to work at the Wrexham Maelor Hospital and it's outreach clinics
- Enthusiastic.
- To be competent in written and spoken English
- Ability to travel between sites in a timely manner

Welsh Language Skills are desirable levels 1 to 5 in understanding, speaking, reading, and writing in Welsh (please delete as appropriate)

Other

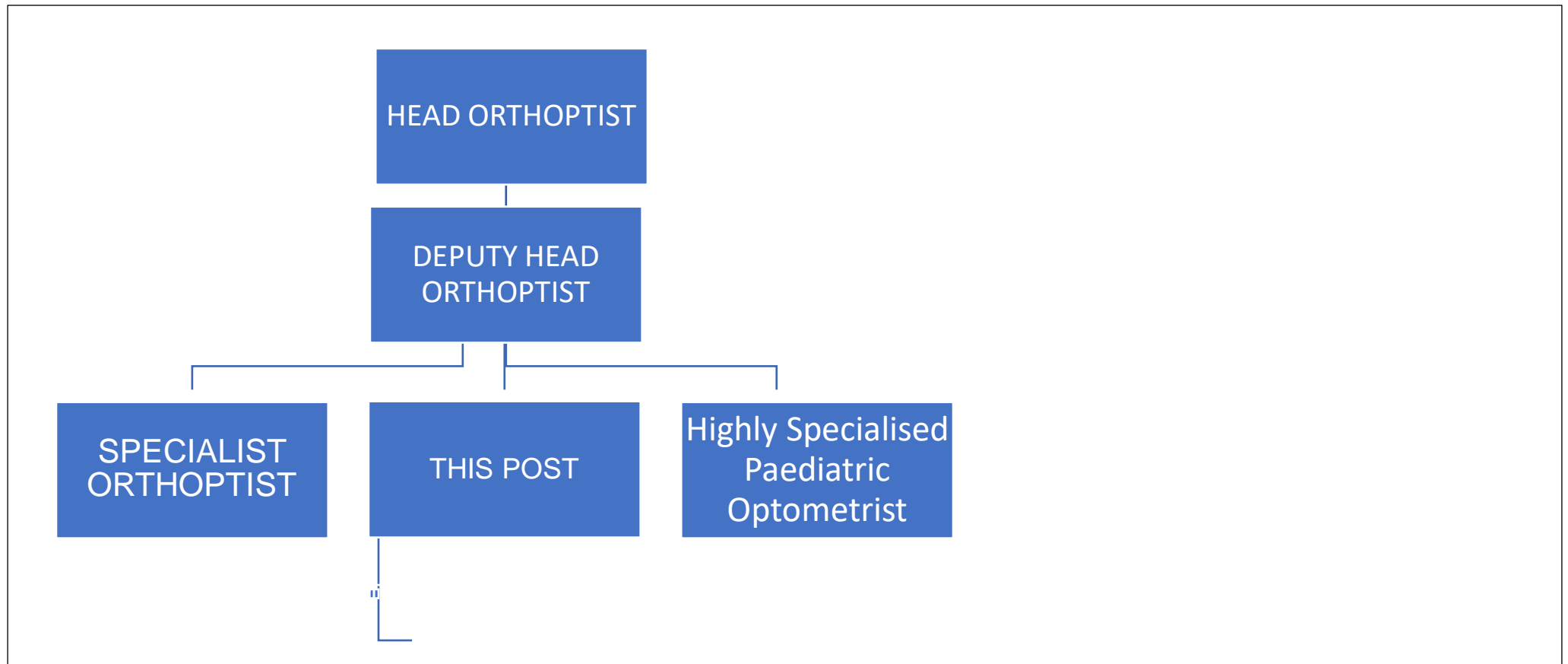
Satisfactory Enhanced DBS clearance including an Adults and Childrens Barred List check.

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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		
<p>Please identify any circumstances that may affect the degree of effort required -</p> <p>'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'</p> <p>Walking /driving to work is not included</p> <p>Many roles will require a combination of sitting, standing, and walking with little or no requirement for physical effort</p> <p>Where the role requires some physical effort, please provide examples and state if this is -</p> <p>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</p> <p>Several Periods – repeated recurrences of physical effort during the shift or Ongoing – continuously or almost continuously</p> <p>Short Periods – up to and including 20 min or Long Periods – over 20 mins</p>		
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.	Occasional - 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 practical Orthoptic training, over a period of time and through practise. For example	Frequent – daily	Long periods, throughout day.

<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

How often

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 e.g., active and prolonged participation at board meetings or Concentrate for long periods while interacting with individual or groups clients for purposes of therapy or assessment.	Intense	Frequent
Travel 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