

Job Title: Orthoptist

Band: Band 5

Reporting To: Band 8A Orthoptist and Ophthalmology manager.

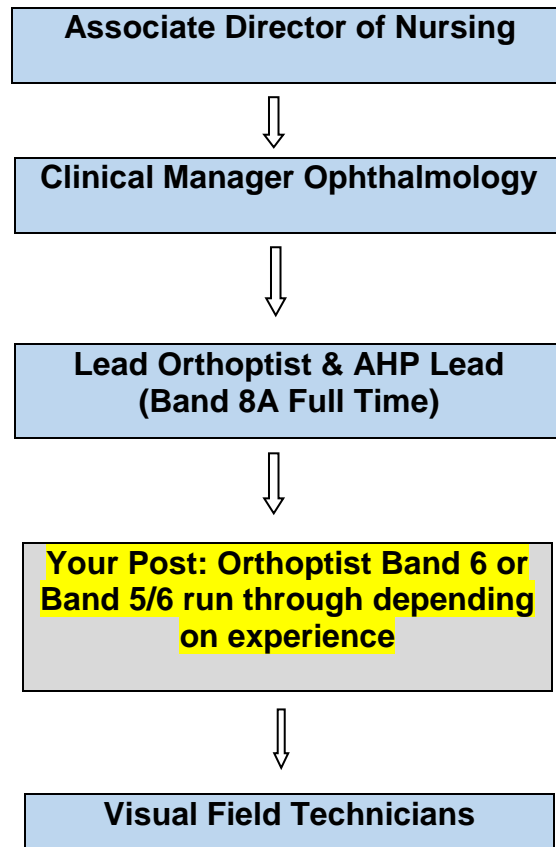
Department(s)/Location: Orthoptic Department: Princess Alexandra Hospital, St Margaret's Hospital, Herts and Essex Hospital

Job Reference number (coded):

1. JOB PURPOSE

- To form part of the clinical team providing a full range of Orthoptic care to patients presenting to the department, and to undertake related tasks and projects.
- To provide Orthoptic services as an autonomous practitioner. To assess, diagnose and manage patients referred to the Orthoptic department with evidence-based practice.
- To determine the clinical diagnosis and develop management plans.
- As part of the treatment plan, identify and advise those patients suitable for discharge, taking into account the clinical evidence and underpinning knowledge of the likely course of the condition. Explain to the patient / carer the reasons for discharge and how to seek re-referral should the condition become problematic. It also includes a requirement to ensure the patient is aware of any need to be reviewed outside the hospital i.e. optician follow up. The Orthoptist is required to write a discharge letter to the patients GP.
- To cover all three sites listed above

2. ORGANISATIONAL POSITION



3. SCOPE & RANGE

- To provide high quality orthoptic services as an autonomous practitioner and manage own clinical workload. Clinics include, orthoptic led new and follow up clinics, Joint Orthoptic/paediatric ophthalmologist clinics, and optometrist led clinics, eye casualty, and visual fields.
- To determine the clinical diagnosis and develop management plans. Discharge when appropriate and make onward referrals to Ophthalmologists, Optometrists and other health professionals.
- Assist in service development, regular audits and updating guidelines and patient information leaflets

- Opportunity to develop extended roles by enrolling into OCCC/OPT programme led by consultant in the eye unit. These programmes are approved by Health Education England and Royal College of Ophthalmology.
- The post covers all three sites listed above.

MAIN DUTIES/RESPONSIBILITIES

- To assess and diagnose ocular motility disorders, visual behaviour/acuity, and other ophthalmic related syndromes or conditions. To communicate with and obtain cooperation from children and adults of all ages and abilities, including those with special needs, learning or physical disability, or impaired comprehension.
- To formulate individualised management and treatment plans, using clinical reasoning, and a wide range of treatment skills, in line with departmental guidelines and protocols. To communicate those plans effectively with patients, parents and carers and to assess capacity and gain informed consent to those treatment plans
- To assess pre-operative patients and discuss surgical management options with the ophthalmologist.
- To assess post-operative outcomes and modify the on-going treatment plan in light of these outcomes.
- To assist the Consultant Ophthalmologist with pre and post Botox injection treatment including planning timing of injections and additional treatment for resultant transient diplopia as necessary.
- To assess patients referred from the other specialties. To assess and record extra ocular motility imbalance in trauma cases referred by the Maxillo Facial surgeons and advise on muscle balance and diplopia related to possible emergency surgery for blow out fractures. To formulate accurate diagnoses and prognoses in neurological and stroke cases and provide relevant information for multidisciplinary discharge plans.
- To participate in specialist support clinics such as paediatric clinics or refraction clinics. To instil eye drops as required in accordance with the Patient Group Direction.
- To provide comprehensive clinical information to referees, other health professionals, social and educational services as a form of report or advice upon request (including discharge information)

- To take an active role in creating and updating departmental protocols and guidelines and patient information leaflets in line with evidence-based practice in collaboration with the senior orthoptists.
- To participate in the development of the service through clinical audit, journal clubs and service review
- To carry out visual field testing in the absence of colleagues using appropriate up to date methods of perimetry, ensuring good patient understanding of the test and accurate results.
- Ensure Accurate and clear record keeping.
- Have a knowledge of MEDISOFT electronic medical record system, ensuring adequate and up to date, complying with the Data Protection Act (1998).
- To be responsible for the appropriate use and maintenance of equipment used in the Orthoptic department.
- To provide administrative and clinical cover for other members of staff if absent.
- To cover orthoptic duties in the absence of colleagues.
- To assist in the education and training of other health care professionals including giving presentations as required.
- To undertake administrative duties as part of the day to day running of the service such as outcoming the clinic, dealing with enquiries from patients/carers.
- To maintain an up to date knowledge of techniques and technology as well as advancement in clinical skills. To maintain own continuing professional development in line with the HCPC guidelines and take own initiative in developing other skills required for this.
- To take an active role in maintaining supplies for clinics and reporting faults with clinical equipment
- This job profile is not an exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder.

4. SYSTEMS & EQUIPMENT

- Orthoptic equipment
- Lees Screen/Hess Chart
- Humphrey field analyser
- Synoptophore
- Cerner EPR System
- Microsoft Office & Teams
- Medisight

5. DECISIONS & JUDGEMENTS

- To formulate individualised management and treatment plans, using clinical reasoning, and a wide range of treatment skills.
- To communicate effectively and sympathetically with patients, parents and carers those plans and to assess capacity and gain informed consent to those treatment plans.
- To undertake pre-operative and post-operative measurements of motility defects and to discuss surgical options or Botox treatment with the surgeon. Identify post-operative risks and discuss this with patients (parents or carers) and surgeon.
- Effective, tactful, empathic communication with patients/ families who are receiving 'bad news' or when there is a language barrier. Diagnosis of acute onset ocular motility defects requires a high level of anatomical and neurological knowledge.

6. COMMUNICATIONS & RELATIONSHIPS

- Orthoptic Team, Reporting to senior orthoptists for any advice
- Visual fields technicians
- Ophthalmic medical and nursing teams
- Optometrists
- Administrative and secretarial staff
- Patients, relatives/carers
- Clinical leads and service managers
- Neurology Department
- Maxillofacial team
- ECLO
- Medical and non-medical students
- GP, Health visitors and school nurses
- Opticians
- Visual impairment Team

7. PHYSICAL DEMANDS OF THE JOB

- Whilst testing small children, a lot of bending and arching the back is required
- Walking when collecting notes, transferring them onto the next clinician
- Pushing patient wheelchairs
- Moving large pieces of machinery (Field Analysers, synoptophore) into the correct position for patients.

8. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- To work under pressure
- To see Eye Casualty patients as extras
- The clinical demands of the role require frequent, prolonged periods of intense concentration
- Exposure to distressing or emotional circumstances, including decision making, patient counselling and the need to impart distressing news

9. KNOWLEDGE, TRAINING & EXPERIENCE REQUIRED TO DO THE JOB (Person Specification)

Essential

Bachelor of Science in Orthoptics BSc (Orth), Bmed Sci Hons (Orthoptics), Orthoptics MSC (pre-registration), BSC (Hons) Orthoptics or Diploma of the British Orthoptic Council.

- Minimum of one year's clinical experience for Band 6 a preceptorship (Band 5/6 run through) is offered to orthoptists with less than one year's clinical experience
- Registered with the Health Care Professions Council
- Maintenance of continued professional development
- Clinical Experience in a wide range of Orthoptic/Ophthalmic conditions
- Self-motivated
- Ability to work unsupervised
- Ability to work under pressure
- Able to work as a team
- Flexibility
- Organisation skills
- Effective communicator
- Single handed experience
- Participation in Audits

Desirable

- Full UK driving licence
- Registration with BIOS

10. TRUST VALUES

The Princess Alexandra Promise to our patients as identified by our 4 values which will contribute to improving our patient experiences:

Respectful – Be welcoming, be polite and Maintain patients' dignity

Caring – Be kind and compassionate, show empathy and Listen and Respond

Responsible – Deliver Cleanliness, Be professional and Work as a team

Committed – Speak up, treat others as individuals and strive for excellence

The Trust believes in investing in all our staff and rewarding high standards of care whilst building for excellence and in return we expect our staff to uphold the Trust values to the highest level.

11. DUTY OF CANDOUR

The Princess Alexandra Hospital NHS Trust fully endorses the principles of being open and embraces the Duty of Candour. The Trust is committed to an open and fair culture and the overall approach expected within the organisation is one of help and support rather than blame and recrimination. All staff are expected to follow this approach.

12. Standard Clauses:

The purpose of this post should remain constant, but the duties and responsibilities may vary over time within the overall role and level of the post. The post holder may from time to time be asked to undertake other reasonable duties. Any such changes will be made in discussion with the post holder in the light of service need.

13. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each job holder to whom the job description applies.

Job Holder's Signature:

Date:

Head of Department Signature:

Date: