





## Job Description

1. JOB DETAILS
<p><b>Job title:</b> ORTHOPTIST</p> <p><b>Accountable to:</b></p> <p style="margin-left: 40px;"><b>Managerially</b>      <i>Business Manager Ophthalmology</i></p> <p style="margin-left: 40px;"><b>Professionally</b>    <i>Consultant Paediatric Ophthalmologist</i></p> <p><b>Location:</b> West Cumberland Hospital, Whitehaven, Workington Community Hospital and Cumberland Infirmary, Carlisle and other locations as required</p>
2. JOB SUMMARY
<p>All staff are expected to work to the Trust Values:</p> <div style="margin-top: 10px;">  <p><b>Kindness</b> – Kindness and compassion cost nothing, yet accomplish a great deal.</p> </div> <div style="margin-top: 10px;">  <p><b>Respect</b> - We are respectful to everyone and are open, honest and fair – respect behaviours.</p> </div> <div style="margin-top: 10px;">  <p><b>Ambition</b> – We set goals to achieve the best for our patients, teams, organisations and our partners.</p> </div> <div style="margin-top: 10px;">  <p><b>Collaboration</b> – We are stronger and better working together with and for our patients.</p> </div> <ul style="list-style-type: none"> <li>Provide Orthoptic services as an autonomous practitioner. To assess, diagnose and manage patients referred to the orthoptic department.</li> <li>Determine the clinical diagnosis and develop treatment plans, discharge plans and make appropriate onward referrals to Ophthalmology or other health professionals.</li> <li>This post will also involve Low Vision. Training will be provided.</li> <li>The post covers West Cumberland Hospital, Whitehaven; Workington Community Hospital; Cumberland Infirmary, Carlisle and peripheral clinics.</li> <li>Liaise with other professionals and colleagues as appropriate.</li> </ul>
3. ROLE OF DEPARTMENT
<p>The Orthoptic department provides a range of Orthoptic services (and extended roles) for patients of North Cumbria.</p>

4. ORGANISATIONAL CHART
<p style="text-align: center;">Presently</p> <p style="text-align: center;">Business Manager Ophthalmology and Clinical Director Ophthalmology/ Consultant Paediatric Ophthalmologist.</p> <p style="text-align: center;">Senior Orthoptist</p> <p style="text-align: center;"><b>Orthoptist</b></p>
5. KEY WORKING RELATIONSHIPS
<p>Other Orthoptists  Consultant Ophthalmologists  Optometrists  Ophthalmic medical /nursing staff  Administrative and clerical staff  Other medical and professional staff  Health Visitors  School nurses  Low Vision team  Parents/Carers/ Patients</p>
6. DUTIES AND RESPONSIBILITIES OF THE POST
<p><b>Clinical.</b></p> <ul style="list-style-type: none"> <li>• Work autonomously and independently making clinical judgements and decisions within our specialist field and to work unsupervised and/or single –handed at locations within the trust.</li> <li>• Receive, triage and prioritise direct referrals for all patient groups and decide/organise onward referral to other specialists as appropriate.</li> <li>• Manage own caseload including the use of appropriate clinical prioritisation skills, working within departmental protocols.</li> <li>• Provide spontaneous and planned specialist advice, education and instruction to formulate individualised management and treatment plans using advanced clinical reasoning and a wide range of treatment skills ensuring care is patient centred ensuring their needs are met throughout their visit with us.</li> <li>• Communicate these plans effectively to patients, parents and carers, gaining informed consent.</li> <li>• Work with all specialist patient groups, including those with learning, physical, neurological, stroke and trauma related problems.</li> <li>• Undertake pre-operative and post- operative measurements of motility defects. Assist with adjustable suture assessment.</li> </ul>

- Undertake specialised assessment of children with additional needs (this includes children with special educational needs/visual impairment/specific learning difficulties). Liaise with hospital and educational staff to ensure appropriate follow up and provide information to parents/carers/education/other agencies to enable successful multidisciplinary working.
- Decide on appropriate discharge.
- Undertake specialist and extended roles including retinal imaging and Low Vision assessment. Other roles may include assessment of Stroke patients, patients with Specific Learning Difficulties and Visual field assessment . There could be opportunity to extend into glaucoma assessment, AMD clinics and Cataract pathway.
- Work with Vision Screeners to provide Orthoptic led school screening.
- Undertake general clinical duties, answering telephone queries, writing letters, filing etc.
- At all times ensure safety of patients, visitors and staff.
- Respect patients privacy, dignity, gender, sexuality, and have due regard to patients cultural and religious beliefs.
- Comply with all appropriate codes of conduct.
- Comply with infection prevention and control procedures at all times.
- Comply with responsibility to safeguard children and vulnerable adults, ensuring attendance at appropriate training.
- *For professionally registered staff and Health Care Assistants* - Staff must take personal responsibility for putting the person receiving care first, and are required to challenge poor care, and they should do so as soon as they see any shortcomings.

### **Administration**

- Be responsible for day to day service provision in a range of acute and community settings.
- To be responsible for maintaining adequate stock.
- Contribute to discussions and decisions on the planning, delivery, development and standard of Orthoptic services.
- Produce accurate and comprehensive written Orthoptic reports.
- Use auto-refraction in the diagnosis and management decisions for patient care.
- Ensure all Trust Information Governance requirements are adhered to.
- Have ability to access information from Trust Silverlink PAS /intranet systems.

- Maintain relevant records, ensuring accurate data input into all computerised systems.
- Comply with Trust and legislative requirements for confidentiality.

### **Education**

- Maintain, extend and enhance skills, techniques in accordance with the British and Irish Orthoptic Society.
- Continue Professional Development, identifying needs and specific objectives through a structured appraisal and training process, to meet HCPC registration requirements.
- Participate in research and audit. Attend regular staff meetings to enable service improvement. Reflective practice and case discussion.
- To educate and train other health professionals in Orthoptics and extended roles as required.

**This job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the post holder.**

## **7. WORK SETTING AND REVIEW**

Work autonomously and independently in line with occupational policies.

## **8. INDIVIDUAL RESPONSIBILITIES**

The post holder is expected to

- adhere to Trust policies and procedures and relevant legislation including the requirements of the any professional bodies
- attend mandatory training as identified by the Trust
- adhere to Trust infection prevention policies, procedures, audits in line with the Health Act 2006, to actively reduce Health Care Associated Infections

## **9. CONFIDENTIALITY**

The post holder must maintain the confidentiality of information about patients' staff and Trust business in accordance with the General Data Protection Regulations (GDPR), Data Protection Act 2018 and Caldicott principles.

## **10. HEALTH AND SAFETY**

Employees must be aware of the responsibilities placed upon them under the Health & Safety at work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

11. RISK MANAGEMENT
<p>All staff have a responsibility to report all clinical and non-clinical accidents, incidents or near-misses promptly and when requested to co-operate with any investigations undertaken.</p>
12. EQUALITY AND DIVERSITY
<p>All employees of the Trust have responsibility to:</p> <ul style="list-style-type: none"> <li>▪ Act in ways that support equality and value diversity.</li> <li>▪ Treat everyone with whom they come into contact with dignity and respect.</li> <li>▪ Act in ways that are in accordance with Trust's Single Equality Scheme, Equality and Diversity policy, and Dignity in the Workplace policy.</li> </ul>
13. SAFEGUARDING
<p>All employees have a duty for safeguarding and promoting the welfare of children and adults at risk. Staff must be familiar with the trusts Safeguarding Policy and the process for raising concerns about the welfare of anyone with whom they have contact. Staff must also ensure they receive the appropriate level of safeguarding children and adult training depending on their role in the Trust.</p> <p>Staff are expected to access supervision and support from their line managers and/or the locality based safeguarding team when managing complex cases where applicable to their role.</p>
14. INFORMATION GOVERNANCE
<p>The post holder must keep up to date with the requirements of information governance; undertake mandatory training and follow Trust policies and procedures to ensure that trust information is dealt with legally, securely, efficiently and effectively.</p> <p>It is important that the post holder processes personal identifiable information only in accordance with the Trust Data Protection Act notification to the Information Commissioner. The post holder must check with the Data Protection Officer before creating new systems to process person identifiable information to ensure that this is carried out within the scope of the Data Protection Act 2018 notification.</p> <p>The post holder must manage the records they create or hold during the course of their employment with the Trust in an appropriate way, making the records available for sharing in a controlled manner subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines e.g. Data Protection Act 2018, Freedom of Information Act 2000, General Data Protection Regulations, Caldicott Guidelines NHS Confidentiality Code of Conduct 2003, and professional codes of conduct on confidentiality.</p> <p>The post holder must maintain the confidentiality of information about service user staff and organisational business in accordance with the new Data Protection Act 2018 and Caldicott principles.</p>

It is likely that the post holder will be in contact at some time with a form of information system, and therefore is responsible for implementing and maintaining data quality. The post holder, when making entries into records, must ensure that these are legible and attributable and that the record keeping is contemporaneous. It is essential that information recorded within records either on paper, in an electronic format or both paper and electronic is accurate, complete and relevant.

## PERSON SPECIFICATION

### BAND 6 ORTHOPTIST

Factor	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>Diploma/Degree in Orthoptics.</li> <li>HCPC registration</li> <li>Post-graduate experience</li> </ul>	<ul style="list-style-type: none"> <li>Essential IT skills</li> <li>Experience in extended roles.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Range of Orthoptic practice within paediatric and adult services.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of supervising mentoring junior staff.</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>Continuing professional development with portfolio.</li> <li>Equality legislation and best practice. (<i>bands 5 &amp; above</i>)</li> </ul>	<ul style="list-style-type: none"> <li>Equality impact assessment. (for all involved in policy/service development)</li> </ul>
Skills and Aptitudes	<ul style="list-style-type: none"> <li>Good communication skills.</li> <li>Independent working</li> <li>Enthusiasm</li> <li>Empathy</li> </ul>	<ul style="list-style-type: none"> <li>Experience in one or more of the following areas of work: neuro-ophthalmology, special educational needs, specific learning difficulties, low vision, visual field assessment, glaucoma, AMD, cataract, retinal imaging</li> </ul>
Other requirements	<ul style="list-style-type: none"> <li>Ability to travel independently across North Cumbria to meet the needs of the service.</li> </ul>	<ul style="list-style-type: none"> <li>Driving licence.</li> </ul>

Experience can be considered as comparable to qualifications quoted but should be clearly detailed on the application in order to demonstrate equivalence.

