

Maidstone and Tunbridge Wells NHS Trust Job Description

Job title: Specialist Orthoptist

Band: Band 6 (Band 5 if newly qualified for a minimum 12 months while completing competencies for band 5-6 run through)

Directorate: Head and Neck

Site: All Maidstone and Tunbridge Wells NHS Trust Ophthalmology clinics

Hours: 22.5 hours a week over 3 x 7.5-hour days

Reports to: Clinical Lead Deputy Head Orthoptist

Accountable to: Head Orthoptist

Job summary:

- To contribute to a comprehensive, high quality, Orthoptic service at all sites for Maidstone and Tunbridge Wells (MTW) NHS Trust – based at Maidstone Hospital with clinics at Tunbridge Wells Hospital and / or Medway Maritime Hospital as part of job plan and when required
- As an autonomous practitioner to assess, diagnose, treat and discharge patients referred to the MTW Orthoptic departments (with direct and indirect supervision if newly qualified for a minimum 12 months while completing competencies for Band 5-6 run through)

Working relationships:

Orthoptist team, administration staff, Ophthalmologists, Optometrists, Ophthalmic nurses, GP's trainees, undergraduate students.

Budget responsibilities:

None

Key result areas:

The main areas of focus for planning and prioritising own workload are:

- Specialist level autonomous clinical Orthoptic work within MTW Orthoptic services

Accountability –

- To assist and be guided by Orthoptic Department managers and Site Lead Orthoptists to ensure and contribute to a high standard of patient care and the smooth running of own clinics at all MTW sites (with direct and indirect supervision if newly qualified for a minimum 12 months while completing competencies for Band 5-6 run through).
- To use resources wisely and alert seniors when supplies of consumables are low.
- Instil eye drops working within a PGD or Medicines Exemptions.
- Undertake single-handed clinics at MTW sites when required (once completed Band 5-6 run through with evidence of competence at Band 6 level).
- Maintain high levels of security and hygiene in own working area and those visited to assess Orthoptic patients.
- Maintain accurate medical records for all patients seen in the department following data protection and confidentiality guidelines.

Clinical Duties -

- Assess, diagnose, treat and discharge in-patients and out-patients who are referred for an Orthoptic assessment, working closely with other eye care professionals when required (with direct and indirect supervision if newly qualified for a minimum 12 months while completing competencies for Band 5-6 run through)
- Direct patients to other sources of help for concerns about their daily living activities and wellbeing.
- Work as an autonomous practitioner (with direct and indirect supervision if newly qualified for a minimum 12 months while completing competencies for Band 5-6 run through) for the Orthoptic assessment, diagnosis, treatment planning, follow up and discharge of patients referred from vision screening, GP, paediatrics, SCBU, neurology, endocrinology, maxillo-facial, opticians, casualty and ophthalmic clinics. This includes:
 - Children with significant sight defects requiring empathy and family support.
 - Adults where high level of anatomical and neurological knowledge is needed to make a differential diagnosis between clinical conditions.
 - Children and adults with learning disabilities
 - Patients with sudden onset symptoms requiring referral for urgent medical investigation
- Have the manual dexterity to undertake accurate pre-operative and post-operative measurements of motility defects which surgery and / or BTXA will be based upon.
- Use specialist Orthoptic equipment including accurately assess spectacle prescriptions using automated and manual focimetry.

Communication and relationship –

- Ability to communicate highly complex and sensitive information to Orthoptic patients, their carers and other professionals involved in their care; using verbal and non-verbal techniques explaining their current and long term visual status, giving specialist advice, treatment plans and patient information leaflets as appropriate.
- Communicate complex, sensitive and potentially distressing information to Orthoptic patients, parents and carers with empathy and reassurance adapting communication style to meet the needs of the listener eg learning disability, where English is not the families first language, if their response is hostile etc.

- Liaise with health professionals, Trust personnel and external agencies re patient's medical, educational and social needs eg safeguarding, social services, advisory teachers for children with visual impairment.

Planning and organisational –

- Continuous daily liaison with the relevant administrative and clinical personnel to ensure smooth running of own clinic.
- Use IT skills as required for report writing, data base searching, presentations, teaching purposes and to support audit and research.
- Report any faults or problems with general Orthoptic equipment.

Responsibility for policy/service development –

- Responsible for the daily running of own Orthoptic clinic dealing with queries which may cause frequent interruptions and require an immediate response, escalating to a senior colleague when appropriate e.g. patient arrived on wrong day (with direct and indirect supervision if newly qualified for a minimum 12 months while completing competencies for Band 5-6 run through).
- Follow national guidance for Orthoptic best practice and contribute to the development and implementation of local policies for the MTW Orthoptic Service.
- Maintain knowledge of and work within evidence-based BIOS competencies and clinical practice for Orthoptic patients attending relevant training courses and conferences for own CPD and service needs e.g. clinical governance.
- If newly qualified to begin employment as a Band 5 Orthoptist and actively participate in the Band 5-6 run through completing competencies over a minimum of 12 months to evidence ability to work in a Band 6 Specialist role before moving to this level if / when ready.

Management responsibility –

- Be part of the Orthoptic department clinical tutor team to support newly qualified Orthoptists and supervise and review the progress of visiting Orthoptic undergraduate students and other trainees ensuring that high clinical service standards for Orthoptic patients are adhered to (if newly qualified once completed Band 5-6 run through and BIOS teaching course)

Physical effort –

- Orthoptic examinations of patients regularly requires uncomfortable working positions, e.g. constantly leaning forwards, kneeling, working whilst maintaining awkward posture (especially with babies and patients in wheelchairs or on stretchers), whilst manipulating equipment.
- Manual handling is regularly required e.g. movement of patients (transferring from wheelchairs to examination chairs), movement of equipment and wheelchairs.

Mental and emotional effort -

- Many Orthoptic patients are children aged 5 and under, who can be easily distracted and therefore require enhanced concentration and mental effort by the examiner for accurate investigation, diagnosis and treatment planning.

- Patients with barriers to understanding eg post stroke, learning disabilities or multiple general health conditions may have difficulty communicating causing them frustration and distress. This requires intense concentration and patience to recognise and respond to what they are trying to express and offer comfort and reassurance.
- Some patients may be advised that their vision is not adequate for driving. This is devastating news for them and their family causing agitation and upset.

Responsibility for R&D –

- Participate in local and where appropriate national clinical trials, clinical audit, departmental research and mandatory training programmes.

Working conditions –

Working condition may be unpleasant with exposure to fleas, lice, childhood illnesses, MRSA, HIV, body fluids etc. This is more prevalent amongst some Stroke patients who may have difficulty with personal care due to their limited mobility and incontinence.

General –

- Assist and provide internal cover for colleagues during periods of annual leave, sickness and vacancies across-sites.
- Actively participate in own appraisal and setting of objectives and personal development plan to continuously improve own professional knowledge and competence, sharing learning with colleagues when appropriate

Job description agreement:

Signature of post holder: _____ Date: _____

Name: _____

Signature of manager: _____ Date: _____

Name: _____

Statement:

1. This job description is a broad reflection of the current duties. It is not necessarily exhaustive and changes will be made at the discretion of the manager in conjunction with the post holder.
2. Time scales for achievement and standards of performance relating to the duties and responsibilities identified in this job description will be agreed via the annual appraisal process with the post holder.
3. As an employee of Maidstone and Tunbridge Wells NHS Trust, the post holder will have access to confidential information. Under no circumstances should this be disclosed to an unauthorised person within or outside the Trust. The post holder must ensure compliance with the requirements of the Data Protection Act.
4. As an employee of the Trust, the post holder will be required to adhere to all Trust policies including Equal Opportunities where all employees are expected to accept individual responsibility for the practical implications of these policies.
5. The post holder is required to take reasonable care for the health and safety of themselves and others that may be affected by what they do while at work.
6. This post may require the post holder to travel across the Trust sites in the course of fulfilment of their duties.
7. The Maidstone and Tunbridge Wells NHS Trust has a no smoking policy
8. Clinical Governance: You will be expected to take part in the processes for monitoring and improving the quality of care provided to patients. This includes risk management and clinical audit. If you engage in clinical research you must follow Trust protocols and ensure that the research has had ethical approval. You will be expected to ensure that patients receive the information they need and are treated with dignity and respect for their privacy.
9. All staff should be aware of their responsibilities and role in relation to the Trust's Major Incident Plan.
10. INFECTION CONTROL AND HAND HYGIENE - All Trust employees are required to be familiar with, and comply with, Trust policies for infection control and hand hygiene in order to reduce the spread of healthcare-associated infections. For clinical staff with direct patient contact, this will include compliance with Trust clinical procedures and protocols, including uniform and dress code, the use of personal protective equipment policy, safe procedures for using aseptic techniques, and safe disposal of sharps. All staff are required to attend mandatory training in Infection Control and be compliant with all measures known to be effective in reducing healthcare-associated infections.
11. All staff are required to fully participate in learning and development opportunities and ensure they remain compliant with statutory and mandatory training requirements throughout their employment with the Trust
12. All staff are required to fully comply with the NHS Code of Conduct.

13. **SAFEGUARDING CHILDREN** - Everyone employed by the Trust regardless of the work they do has a statutory duty to safeguard and promote the welfare of children. When children and/or their carers use our services it is essential that all child protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow the child protection procedures and the Trust's supplementary child protection guidance which is accessed electronically on the Trust's Intranet site. You have a responsibility to support appropriate investigations either internally or externally. To ensure you are equipped to carry out your duties effectively, you must also attend child protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's child protection training guidance.
14. **SAFEGUARDING ADULTS** - Everyone employed by the Trust regardless of the work they do has a duty to safeguard and promote the welfare of vulnerable adults. When patients and/or their carers use our services it is essential that all protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow Trust policies in relation to safeguarding vulnerable adults. You have a responsibility to support appropriate investigations either internally or externally. To ensure you are equipped to carry out your duties effectively, you must also attend vulnerable adult protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's vulnerable adult protection training guidance.
15. All staff are required to provide the highest levels of service in their work and to adopt the highest standards of behaviour as stated and implied in the Trust Values of PRIDE.

**Maidstone and Tunbridge Wells NHS Trust
Specialist Orthoptist
Person specification**

AREA	ESSENTIAL	DESIRABLE (for grading purposes this information is not taken into account)
Qualifications	<ul style="list-style-type: none"> • Degree or Diploma in Orthoptics • State registration with HCPC 	<ul style="list-style-type: none"> • Accredited teaching qualification (BIOS recognised) • Evidence of CPD
Experience/ Knowledge	<ul style="list-style-type: none"> • Knowledge and experience in all aspects of clinical Orthoptics • Evidence of undertaking clinical audit / research project 	<ul style="list-style-type: none"> • Experience of working independently • Experience of clinical teaching of under graduate orthoptists
Skills	<ul style="list-style-type: none"> • Excellent verbal and written communication skills so able to build good rapport with parents, adults, children and students • Good organisational skills and evidence of ability to prioritise own workload, both clinical and administrative • High degrees of empathy and patience 	<ul style="list-style-type: none"> • Microsoft applications eg power point for presenting and excel for data collection
Attributes	<ul style="list-style-type: none"> • Approachable, fair, professional and able develop good working relationships with all internal and external colleagues in a multidisciplinary team. • Creative, well-motivated, reliable and able to work independently and calmly under pressure and with frequent interruptions. • Able to deal with distressing and tense circumstances • Able to maintain patient confidentiality 	
Additional requirements	<ul style="list-style-type: none"> • Able to work across MTW sites • DBS clearance for children and vulnerable adults 	

Date written January 2024

**Maidstone and Tunbridge Wells NHS Trust
Specialist Orthoptist
Orthoptic Department Organisational chart**

