

JOB DESCRIPTION

JOB DETAILS:

Job Title:	Orthoptist
Band:	5
Directorate:	Surgery
Department:	Orthoptics
Base:	Musgrove Park Hospital, Yeovil District Hospital as per individual contract.
Responsible for:	Lead Orthoptist
Responsible to:	Lead Orthoptist

Job Purpose:

To provide Orthoptic services as an autonomous practitioner. To assess, diagnose and manage patients referred to the Orthoptic Department providing a comprehensive service across Somerset. The post holder will work within a multi-disciplinary team within the ophthalmology department to provide and develop these services within the Trust.

Date of Job Description: November 2023

Duties and Responsibilities

Communication and Key Working Relationships

- To liaise with the Consultant Ophthalmologists, Optometrists, Health Visitors/School nurses, safeguarding teams, paediatricians and other health professionals children's services, parents, patients and teachers of visual impairment using verbal and written correspondence.
- To be aware of barriers to communication and be able to overcome them effectively for example: with children, people with learning disabilities, where English is not their first language, with patients with expressive language difficulties (stroke).
- To participate in an annual appraisal (Developmental Review).

Planning and Organisation

- To be responsible for planning, implementing and monitoring individual Orthoptic treatment plans / care pathways for patients of all ages, using advanced clinical reasoning and evidence-based practice to decide the most appropriate treatment from a range of available options.
- To discuss surgical options with the surgeon and make recommendations regarding surgical procedures using an up-to-date knowledge of evidence-based practice.
- To attend and contribute to Orthoptic departmental meetings.

Analytics

Responsibility for Patient / Client Care, Treatment & Therapy

- To be responsible as an autonomous practitioner for the evaluation of visual acuity and visual behaviour in referrals from the specialist services. This includes infants with strabismus (squint) and amblyopia, congenital or developmental disabilities, genetics referrals, strokes, children and adults with significant learning difficulties as well as acute ocular motility defects in both children and adults. Clinics could be located across the Somerset FT area in community hospitals, special schools and other locations and may be single handed.
- To be responsible as an autonomous practitioner for the investigation, diagnose and management of all patients referred to and follow up within the orthoptic department with binocular vision and ocular motility defects. This patient group comprises all cases of ocular motility defects and amblyopia, complex congenital and acquired cases, including neurological abnormalities, patients who have suffered strokes, patients with orbital disease, genetic disorders and associated ocular abnormalities. This will involve analysing and interpreting highly complex and sensitive information.
- To be responsible for the Orthoptic assessment, diagnosis and management of patients referred to the Orthoptic Department from various departments, including paediatrics, school vision screening, emergency department, maxillo-facial department, ophthalmology ARC clinic, and paediatrics.



- To take sole responsibility to formulate relevant discharge plans and onward referral to relevant teams/departments
- To decide, plan and organise patient's investigations before seeing consultant ophthalmologist to ensure efficient running of clinic and best patient experience.
- To assist surgeon in post-operative adjustable suture techniques. This requires accurate measurement to aid and allow ocular re-alignment whilst the patient is under local anaesthesia.
- To be responsible for triaging referrals to the orthoptic department.
- To perform auto refraction and to be responsible for the maintenance and safe use of the auto refractor.
- To perform automated visual fields and interpret in line with DVLA guidance.
- To work within limitations of PGD and/or Medical exemptions dependent on qualifications.

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Policy, Service, Research & Development Responsibility

- To undertake regular audit of the services within the area of responsibility.
- To contribute to the planning and the development of the Orthoptic service, e.g. developing guidelines and policies for the Orthoptic team and those accessing the service such as nursing medical or therapy staff.

Responsibility for Finance, Equipment & Other Resources

- To be responsible for maintaining adequate levels of medical/surgical supplies and security of medication used in clinical situations.
- To monitor stock levels of departmental supplies and request ordering when required.
- To be responsible for the care of clinical equipment and reporting of faults.
- Utilise Department and Trust information systems currently in use and ensure the accuracy of information held on the Patient Administration Systems (Maxims).

Responsibility for Supervision, Leadership & Management



Information Resources & Administrative Duties

- To liaise with other departments within the hospital (e.g. the wards, other specialities, admissions, booking team, medical records, outpatients and information systems) and ensure that the department interfaces efficiently with them.
- To comply with departmental quality procedures and participate in quality management monitoring. This will include planning of audits for hospital orthoptic service, and participation in local, regional and national audits.
- To attend appropriate training events and courses thereby maintaining up-to-date knowledge and skills.
- To attend and contribute to Orthoptic departmental meetings (e.g. research and present new ideas)
- To always keep and maintain appropriate records ensuring that all paperwork is filed promptly into case-notes/EPR.
- To deal with enquiries arising during the working day and take appropriate action.
- To attend mandatory training as deemed necessary for role and ensure this is kept in date.

Any Other Specific Tasks Required



This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description is to be reviewed in conjunction with the post holder on an annual basis.

General Information

At all times promote and maintain the safety of children by working according to the Trust's Child Protection Policy and supporting guidance. Being pro-active and responsive to child protection concerns by early reporting, recording and referral of issues according to Trust arrangements. Attending child protection training that is appropriate to your role.

Confidentiality

The post holder will maintain appropriate confidentiality of information relating to commercially sensitive matters in regard to Trust business, and also to personal information relating to members of staff and patients. The post holder will be expected to comply with all aspects of the General Data Protection Act (2018), the Staff Code of Confidentiality and the IT Security and Acceptable Use Policy.

Equality & Diversity

Somerset NHS Foundation Trust is committed to achieving equality of opportunity for all staff and for those who access services. You must work in accordance with equal opportunity policies/procedures and promote the equality and diversity agenda of the Trust.

Safeguarding

All employees have a duty for safeguarding and promoting the welfare of children and vulnerable adults. Staff must be aware of the Trust's procedure for raising concerns about the welfare of anyone with whom they have contact.

Risk Management / Health and Safety

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



Records Management

The post holder has responsibility for the timely and accurate creation, maintenance and storage of records in accordance with Trust policy, including email documents and with regard to the General Data Protection Act, The Freedom of Information Act and any other relevant statutory requirements.

Clinical Governance

The post holder will be expected to participate in clinical governance activities to assist the Trust to provide high quality services.

Prevention and Control of Healthcare Associated Infection

The post holder is expected to comply with Trust Infection Control Policies and conduct themselves at all times in such a manner as to minimise the risk of healthcare associated infection.

Smoking

The Trust operates a 'non-smoking' policy. Employees are not permitted to smoke anywhere within the premises of the Trust or when outside on official business.

Policies & Procedures

Trust employees are expected to follow Trust policies, procedures and guidance as well as professional standards and guidelines. Copies of Trust policies can be accessed via the staff intranet or external website or via your manager.

Sustainability Clause

Somerset NHS Foundation Trust is committed to creating a sustainable business. Staff employed by the Trust, are required to think about their actions in the course of their work and make positive steps to reducing, reusing and recycling wherever and whenever possible.



Person Specification

This is a specification of the Qualifications, Skills, Experience, Knowledge, Personal Attributes and Other Requirements which are required to effectively carry out the duties and responsibilities of the post (as outlined in the Job Description).

Requirement	Essential / Desirable	How Assessed
<u>PROFESSIONAL REGISTRATION</u> <ul style="list-style-type: none"> Registered with the Health Care Professions Council or eligible on qualification 	E	Interview & Application form
<u>QUALIFICATIONS & TRAINING</u> <u>Evidence of Qualifications required</u> Possess a Bachelor of Science in Orthoptics BSc(Orth), BMedSci (Orthoptics) and/or a diploma from the British Orthoptic Council (DBO). Documentary evidence of C.P.D. Current full UK driving licence.	E E D	
<u>KNOWLEDGE</u> Evidence of working successfully as part of a multidisciplinary team Knowledge and interest of ophthalmology	E D	
<u>EXPERIENCE</u> To have evidence of working successfully as part of a multidisciplinary team or independently.	E	
<u>SKILLS & ABILITIES</u> Skills in ophthalmology assessment	D	
<u>COMMUNICATION SKILLS</u> Evidence of a good standard of Literacy / English language skills To be approachable and able to maintain a good rapport with colleagues and staff at all levels and act as a role model. To demonstrate the ability to deal tactfully and efficiently with patients and their carers. The ability to develop good working relationships with all hospital staff.	E E E E	
<u>PLANNING & ORGANISING SKILLS</u>	E	



To have good organisational and planning skills, well developed interpersonal and communication skills. Good presentation and training skills. Ability to prioritise own workload	E	
PHYSICAL SKILLS Able to demonstrate manual dexterity and excellent hand/eye co-ordination. Keyboard and IT skills.	E E	
OTHER Willingness to use technology to improve standards of care and support to our patients	E	
SUPPORTING BEHAVIOURS To carry out this role successfully the post holder needs to be fully aware of and adhere to Trust values. <ul style="list-style-type: none"> • Kindness • Respect • Teamwork 		



SUPPLIMENTARY INFORMATION

Physical Effort	Yes	No	If yes – Specify details here - including duration and frequency
Working in uncomfortable / unpleasant physical conditions	X		Occasional
Working in physically cramped conditions	X		Occasional
Lifting weights, equipment or patients with mechanical aids		X	
Lifting or weights / equipment without mechanical aids		x	
Moving patients without mechanical aids		X	
Making repetitive movements	X		Regularly
Climbing or crawling		x	
Manipulating objects	X		Small objects regularly
Manual digging		X	
Running		X	
Standing / sitting with limited scope for movements for long periods of time	X		The post will involve a combination of sitting, standing, and walking and will require sitting in a restricted position whilst performing assessments
Kneeling, crouching, twisting, bending or stretching	X		Occasionally
Standing / walking for substantial periods of time		X	
Heavy duty cleaning		X	
Pushing / pulling trolleys or similar		X	
Working at heights		X	
Restraint ie: jobs requiring training / certification in physical interventions		X	
Mental Effort	Yes	No	If yes - Specify details here - including duration and frequency
Interruptions and the requirement to change from one task to another (give examples)	X		Regularly
Carry out formal student / trainee assessments	X		Regularly
Carry out clinical / social care interventions	X		Regularly
Analyse statistics	X		Regularly



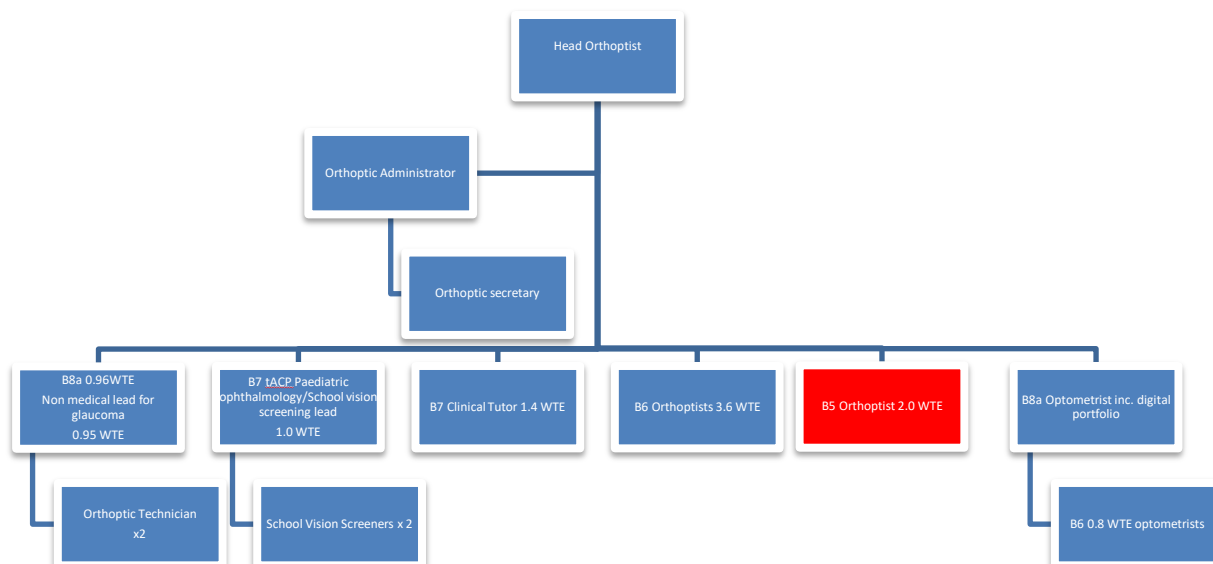
Operate equipment / machinery		X	
Give evidence in a court / tribunal / formal hearings		X	
Attend meetings (describe role)	X		Chair and attendee
Carry out screening tests / microscope work		X	
Prepare detailed reports	X		Regularly
Check documents	X		Regularly
Drive a vehicle	X		Between clinical sites regularly
Carry out calculations	X		Regularly
Carry out clinical diagnosis	X		Regularly
Carry out non-clinical fault finding	X		Occasional
Emotional Effort	Yes	No	If yes - Specify details here - including duration and frequency
Processing (eg: typing / transmitting) news of highly distressing events	X		occasional
Giving unwelcome news to patients / clients / carers / staff	X		To be able to recognise the impact of frequent exposure to distressing circumstances.
Caring for the terminally ill		X	
Dealing with difficult situations / circumstances	X		Occasional
Designated to provide emotional support to front line staff	X		occasional
Communicating life changing events	X		Occasional
Dealing with people with challenging behaviour	X		Occasional
Arriving at the scene of a serious incident		X	
Working conditions – does this post involve working in any of the following:	Yes	No	If yes - Specify details here - including duration and frequency
Inclement weather		X	
Excessive temperatures		X	
Unpleasant smells or odours		X	
Noxious fumes		X	
Excessive noise &/or vibration		X	
Use of VDU more or less continuously	x		Some days



Unpleasant substances / non household waste		X	
Infectious Material / Foul linen		x	
Body fluids, faeces, vomit	X		Occasional
Dust / Dirt		X	
Humidity		X	
Contaminated equipment or work areas		X	
Driving / being driven in Normal situations	X		Between clinical sites
Driving / being driven in Emergency situations		X	
Fleas or Lice		X	
Exposure to dangerous chemicals / substances in / not in containers		X	
Exposure to Aggressive Verbal behaviour		X	
Exposure to Aggressive Physical behaviour		X	



Department Organisational Chart



Department Core Purpose

To provide comprehensive and high quality orthoptic service across the county of Somerset including vision screening.

The Knowledge and Skills Framework (KSF) outline for this post which demonstrates the skills and competencies required once in post should be considered in conjunction with this document.

