

TEITL Y SWYDD: ORTHOPTYDD BAND 5

MANYLION Y SWYDD

- Darparu gwasanaethau Orthoptig fel ymarferydd annibynnol, ataliol a gwella, yn unol â safonau'r Gymdeithas Orthoptig Brydeinig a Gwyddelig (BIOS). Asesu, trin a rheoli cleifion sy'n cael eu cyfeirio i'r Gwasanaeth Orthoptig yn y brif ganolfan a chlinigau cymunedol.
- Penderfynu ar ddiagnosis clinigol a datblygu cynlluniau triniaeth effeithiol a chyfeirio at yr Offthalmolegydd pan fo angen.
- Cynnig asesiadau maes gweledol gan ddefnyddio peiriannau maes gweledol.

Trefniadau Sefydliadol

Reporting:

Prif Orthoptydd - Dwyrain

Accountable:

Prif Orthoptydd - Dwyrain

Professionally:

Prif Orthoptydd - Dwyrain

Crynodeb/Pwrpas y Swydd

Dyletswyddau Clinigol Orthoptig

- Ymgymryd ag asesu Orthoptig, rhoi diagnosis, a thrin cleifion sy'n blant ac yn oedolion sy'n cael eu cyfeirio at y Gwasanaeth Orthoptig, sydd ag amrywiaeth o namau ar y golwg, symudoldeb llygadol a namau ar olwg y ddau lygad, gan gynnwys cyfeiriadau oddi wrth yr adran achosion brys, niwroleg, yr uned genol-wynebol, endocrin, ac unedau strôc/adsefydlu.
- Gweithio'n annibynnol i wneud penderfyniadau clinigol gan ddefnyddio ei sgiliau barnu ei hun a'i gymhelliant ei hun gan geisio cyngor gan uwch gydweithiwr Orthoptig, yn ôl yr angen.

- Bod yn gyfrifol am gynllunio, gweithredu a monitro triniaeth Orthoptig unigol i gleifion o bob oedran gan ddefnyddio sgiliau barnu proffesiynol i addasu triniaeth, gan eu cyfeirio at yr Offthalmolegydd lle bo'n briodol, a chynllunio i ryddhau cleifion yn briodol ac yn brydlon, gan ddilyn polisi rhyddhau cleifion yr adran. Ymgysylltu â'r Prif Orthoptydd neu gymryd arweiniad ganddo, yn ôl yr angen.
- Cadw cofnodion cywir a chyfoes yn unol â safonau cyfreithiol a phroffesiynol a gofynion a chyfathrebu canlyniadau asesiadau a thriniaethau i ddisgyblaethau ar ffurf adroddiadau a llythyrau.
- Parchu cyfrinachedd cleifion bob amser.
- Cefnogi a gweithio'n rhagweithiol gyda'r Offthalmolegwyr Ymgynghorol i asesu a rheoli cleifion sy'n mynychu eu clinigau. Hysbysu Meddygon Ymgynghorol/ staff meddygol am unrhyw newid neu ddirywiad mewn cyflwr claf a all fod angen sylw ar frys.
- Cydweithio gyda'r Offthalmolegydd wrth ddefnyddio atropine (cyffur a ragnodir) fel triniaeth amgen ar gyfer amblyopia (colli golwg amhatholegol) a chynghori rhieni/gofalwyr am y sgîl effeithiau'n briodol.
- Fel ymarferydd annibynnol, bod yn gyfrifol am y penderfyniad i roi diferion at ddibenion diagnostig a phrofi, y cryfder priodol sydd ei angen a rhoi cyngor i gleifion/gofalwyr am y sgîl effeithiau yn unol â chyfarwydddeb y Grŵp Cleifion (PGD).
- Asesu presgripsiynau sbectol yn gywir gan ddefnyddio ffocimetreg â llaw neu ffocimetreg gyfrifiadurol.
- Ymgymryd ag asesiadau i gleifion cyn llawdriniaeth ac ar ei hôl a thrafod dewisiadau rheoli llawfeddygol gyda'r Offthalmolegydd pan fydd angen.
- Ymgymryd â dadansoddiadau maes gweledol pan fo'r galw'n codi gyda hyfforddiant perthnasol.

Cyfathrebu

- Defnyddio sgiliau rhyngpersonol/ cyfathrebu da i ddarparu gwybodaeth sy'n gysylltiedig â chyflyrau ar gyfer cleifion, perthnasau a staff meddygol eraill, lle y gallai fod rhwystrau at gyfathrebu, er mwyn sicrhau cydymffurfiaeth a dealltwriaeth o ran y cyflwr.
- Ymgysylltu â holl aelodau'r tîm offthalmig a phroffesiynau eraill a rhoi cymorth iddynt, yn ôl yr angen, er mwyn cynnal gwasanaeth cydlynedig o ansawdd uchel.
- Darparu gwybodaeth ysgrifenedig ac ar lafar am asesiad cleifion a gofalu ar gyfer MT a staff proffesiynol eraill fel bo angen.
- Bod yn ymwybodol o amhariadau synhwyr, megis golwg, clyw a lleferydd wrth dderbyn a rhoi gwybodaeth. Bod yn ymwybodol o wasanaethau cyfieithu a "ffurfiau eraill" wrth ddarparu gwybodaeth.

Dyletswyddau Gweinyddol a Sefydliadol

- Cynnal safon uchel o gadw cofnodion, gan sicrhau bod gwybodaeth yn gywir a chyfredol i gyfeirio ati yn y dyfodol ac yn cydymffurfio â'r Ddeddf Diogelu Data.
- Cyflawni tasgau gweinyddol fel gofyn am apwyntiadau dilynol, ysgrifennu llythyrau at feddygon teulu neu weithwyr gofal iechyd proffesiynol eraill. Darparu ystadegau dyddiol, gan alluogi'r Prif Orthoptydd i sicrhau bod ffurflenni ystadegol misol yn fanwl-gywir.
- Ymdrin ag ymholiadau a allai godi yn ystod diwrnod gwaith a gweithredu'n briodol.
- Ymateb i ymholiadau ffôn ac wyneb-yn-wyneb gan gleifion a/neu eu perthnasau.

- Cynnig addysgu i Nyrsys Ysgol/ Ymwelwyr Iechyd/ myfyrwyr nyrsio fel y'i dirprwyir gan y Prif Orthoptydd.
- Cyfrannu'n rheolaidd at archwilio clinigol ac ymchwil adrannol fel y cytunir arno gyda'r Prif Orthoptydd fel un o amodau Datblygiad Proffesiynol Parhaus.
- Bod yn ymwybodol o ddeddfwriaeth gyfredol/polisiau cenedlaethol ac awgrymu addasiadau i bolisi lleol lle y tybir bod angen y rhain.
- Bod yn gyfarwydd â holl bolisiau a safonau'r adran a gweithio at brotocolau a gytunwyd a chyfrannu'n weithredol at ddiweddarau protocolau'n rheolaidd. Cynnig newidiadau yn eich maes gwaith eich hun.
- Cyfrannu at agenda'r adran ar gyfer llywodraethu clinigol effeithiol gyda'r nod o wella agweddau'r canlyniadau clinigol.

Cyfrifoldeb Proffesiynol

- Sicrhau bod arfer yn unol â chanllawiau proffesiynol a pholisiau a phrotocolau'r Adran Orthoptig, y bydd y Bwrdd Iechyd wedi cytuno arnynt, a gwneud penderfyniadau am y driniaeth fwyaf priodol.
- Bod yn ymwybodol o agweddau iechyd a diogelwch y swydd, cofnodi ac adrodd am unrhyw ddigwyddiadau anffodus ar unwaith i staff priodol.
- Bod yn ymwybodol o safonau Rheoli Risg ac asesu risg glinigol sy'n ymwneud â'r maes clinigol. Mae hyn yn cynnwys cyfrifoldeb personol am drin cyfarpar yn gywir ac yn ddiogel.
- Ymgymryd ag arferion myfyrio.
- Cymryd cyfrifoldeb am gynnal a chofnodi pob sesiwn DPP personol a mynychu / cymryd rhan mewn cyfarfodydd clinigol proffesiynol, Hyfforddiant mewn Swydd a chysiau / cynadleddau eraill i gynnal gwybodaeth gyfredol am dechnegau a thechnoleg.
- Derbyn arfarniadau ar ffurf System Datblygu ac Adolygu Personol (PADR) a rhaglenni hyfforddiant gorfodol y Bwrdd Iechyd.
- Mynychu a chymryd rhan mewn clybiau cyfnodolion archwiliadau a chyfarfodydd staff yr adran.
- Ymgymryd â dyletswyddau eraill sy'n gymesur â graddfa a natur y swydd hon fel bo angen.

MANYLEB YR UNIGOLYN

Cymwysterau a/neu Wybodaeth

Hanfodol

- Gradd yn y DU mewn Orthopteg neu Ddiploma'r Cyngor Orthoptig Prydeinig
- Meddu ar Gofrestriad ag HCPC.
- Yswiriant indemnïad

Profiad

Hanfodol

- Yn gymwys i ddelio â llwyth achos amrywiol mewn sefyllfaoedd clinigol.
- Y gallu i ymdopi dan bwysau.
- Tystiolaeth o wybodaeth/technegau Orthoptig cyfredol
-

Addasrwydd a Galluoedd

Hanfodol

- Tystiolaeth o sgiliau da o ran cyfathrebu, trefnu a rheoli amser
- Sgiliau TG/Bysellfwrdd.
- Yn fodlon datblygu ac ymestyn yr holl sgiliau.
- Gallu i weithio'n annibynnol ac fel rhan o dîm
- Gallu dangos ymroddiad i ofal cleifion o ansawdd uchel.
- Brwdfrydig.
- Ymagwedd broffesiynol ac ysgogol
- Ymagwedd hyblyg a dibynadwy at batrymau gwaith
- Agwedd ofalus ac ystyriol
- Parodrwydd i weithio yng nghlinigau cymunedol yr adran ac yn Ysbyty Maelor Wrecsam
- Yn gymwys i ysgrifennu a siarad Saesneg

Dymunol

- Bod yn barod i dderbyn cyngor a chyfarwyddyd o ran datblygiad proffesiynol parhaus
- Y gallu i siarad Cymraeg
- Yn gallu teithio rhwng safleoedd yn brydlon, gan gludo offer a nodiadau achos, o bosibl

Arall

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

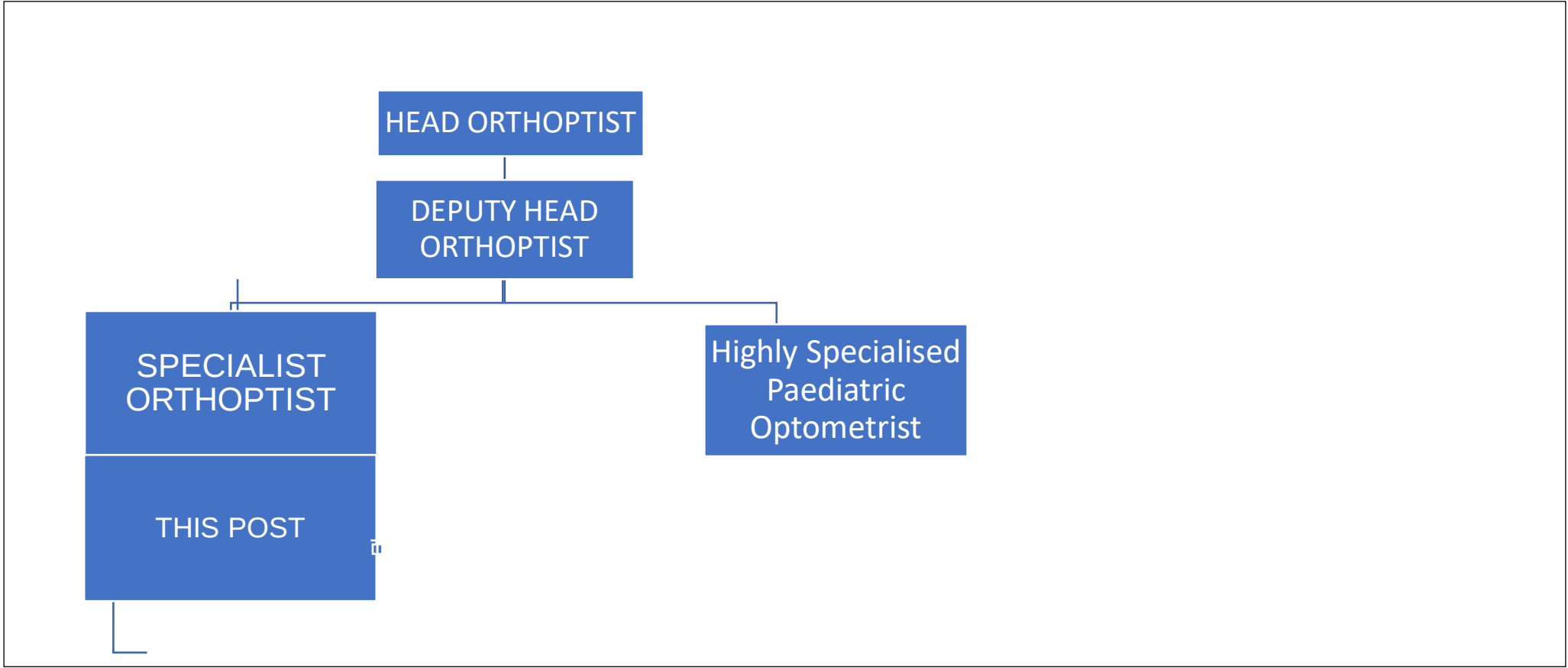
Job Description Technical Document

JOB TITLE Orthoptist
BAND 5

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

Please identify any circumstances that may affect the degree of effort required -

'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'

Walking /driving to work is not included

Many roles will require a combination of sitting, standing, and walking with little or no requirement for physical effort

Where the role requires some physical effort, please provide examples and state if this is -

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

Several Periods – repeated recurrences of physical effort during the shift or **Ongoing** – continuously or almost continuously

Short Periods – up to and including 20 min or **Long Periods** – over 20 mins

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 – Will increase as experience gained up to 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 • 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	Frequent – daily	Long periods, throughout day.

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. Concentration 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

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 -

'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'

Fear of Violence is measured under Working Conditions

Type

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

How Often

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