

<b>Job Title</b>	<b>Orthoptist</b>
<b>Band</b>	<b>6</b>
<b>Responsible to</b>	<b>Lead Orthoptist</b>
<b>Accountable to</b>	<b>Lead Orthoptist</b>
<b>Base</b>	<b>Vale Drive Primary Care Centre (High Barnet) / Oak Lane Clinic (Finchley)/ Grahame Park Health Centre (Colindale)</b>

### **Job Purpose**

- To assist vision screening coordinator to manage vision screening services.
- Diagnose and treat the vision screening failures referred from primary vision screening, Referring management service (GP'S) Health visitors, School nurses and other health professionals.
- To provide the highly specialised assessment, diagnosis, management, and treatment of children with acute and chronic ocular motility defects.
- To work collaboratively with other clinicians and other specialities to influence service development and to ensure quality of care is delivered.
- To act as a source of expertise on the management of ocular motility disorders to patients, Ophthalmologists, and other health care professionals.
- To provide clinical teaching for all health professionals
- To ensure compliance with policies and procedures of the CLCH trust.

### **Key Working Relationships**

#### **Internal**

- Optometrists
- Orthoptists
- Healthcare Assistants
- Stake holders including patients/parents, GPs, Health visitors, School nurse assistants.
- Volunteer manager
- Patient experience facilitator

#### **External (if applicable)**

- Thomson Screening solution
- CLCH Volunteers

### **Main Duties and Responsibilities**

- To be responsible for assessing, diagnosing, and managing all categories of patients referred to the Orthoptic service, and to refer patients on where necessary.
- To act as an independent, autonomous professional in the clinic and work independently and unsupervised within the code of practice of the professional body.
- To participate effectively in multi-professional approaches to health care delivery, liaising with Optometrists, Orthoptist and other Health Care Professionals.
- To acknowledge cross-professional boundaries and employ appropriate referral procedures.
- To initiate and maintain effective interactions with relevant external agencies including social care and other Health Care Professionals.
- To undertake audits and research of current or new practises when required.
- To independently implement, review and change treatment plans based on Orthoptic assessment and knowledge and interpretation of a wide range of conditions.
- To provide highly specialised expertise to assess and treat babies and children with squints, Amblyopia and refractive errors, including those with special needs.
- Work with young and possibly uncooperative children and babies, undertaking accurate measurements for squint surgery and accurate visual assessment, involving playing with and gaining the trust and concentration of the child. The accuracy of these tests being of extreme importance.
- Install eye drops in children with appropriate information and explanation given to patients and carers.

- To undertake pre- and post-operative measurements of motility defects and to discuss the surgical options with the patient/carer prior to referring to acute setting. Identify the post-op risks and discuss this with the patient/carer and the Ophthalmologist on referral form. Surgery will be based on the Orthoptic measurements.
- To participate in audits and data collection.
- To work closely with patient experience facilitator to ensure feedback is collected and acted upon to improve patient experience and ultimately service user engagement with service. To collate feedback across all sites and feedback to management.
- To communicate sensitively to patients and/or their carers, information regarding the aetiology and/or management of their condition and plans of treatment. This can include giving unwelcome and difficult to accept information at times.
- To use a range of verbal and non-verbal (e.g.: Makaton) communication mechanisms.
- To persuade and motivate patients and carers to comply with treatment programmes which can result in temporary sight impairment.
- To produce clearly presented reports and discharge summaries where necessary, for other audiences, e.g. Ophthalmologists, Optometrists, GPs.
- To communicate with young children who may be unwilling to co-operate and gain their trust to perform accurate assessments.
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### **TEACHING/TRAINING**

- To attend regular departmental meetings and engage in presentations, teaching/training opportunity.
- To provide clinical training to other Health Care Professionals including Vision screeners, Health Visitors, School Nurses, and GPs. Support Orthoptic students on placement
- To take responsibility for own continued professional development and maintain own clinical expertise by attending training courses and programmes to enhance current knowledge and skills.
- To be involved in the development and instigation of new protocols and guidelines and continually assess and modify these as necessary.
- To comply with all CLCH trust and departmental policies and procedures relating to patient care, quality, health and safety, confidentiality and administrative duties and attend mandatory training as required.

### **PHYSICAL, MENTAL AND EMOTIONAL CONDITIONS**

- Work in very close proximity to patients and occasionally very cramped conditions. Assessments frequently involve crouching, kneeling, bending, and stretching throughout the day.
- Move patients around the eye clinic, at times pushing pushchairs, or carrying babies/small children.
- To be able to concentrate for long periods of time during the assessment of a patient. This may also include working with a foreign or British sign language translator.
- Work with constant interruptions including phone calls, student questions and queries from other medical and administration staff.
- To work single-handed in clinics
- To give sometimes unwelcome news to patients or carers regarding limited expectations from treatment plans.
- Deal with difficult family situations with professionalism, e.g., child neglect, single parents, children in care, and evaluate when further referral is necessary.
- Occasional exposure to body fluids.

### **MANAGEMENT SKILLS**

- As volunteer manager to liaise with Head of Volunteering and Engagement to ensure volunteer is supported in role during assigned period with service.
- To liaise with Research and Development team to ensure service engages in research opportunities (within trust and nationwide).
- To arrange clinics, plan and manage case load, prioritise referral letters, send out appointment letters and write letters after initial and final patient assessments.
- Work autonomously.

- To keep clear and accurate notes for each patient on system 1
- To liaise with other community Orthoptists and offer extra clinic support where necessary.
- To keep details of all patients seen and organise statistics for monthly audits of the clinics.
- To be responsible for telephone enquiries and queries regarding patient care from patients, carers, or other professionals.
- To be responsible for clerical and administrative work associated with the clinical workload, including liaising with referral bodies and maintaining close links with other clinical specialties allowing convenient and easy inter-departmental referral and care planning.
- Ensure stock is available and be responsible for monitoring the level of supplies and placing orders (patching etc.).
- Make recommendations or suggestions on changes to clinical practice and/or working practices and if agreed, to assist in implementation.
- Arrange meetings, take minutes, and pass on information to other staff members.

### **COMMUNICATION**

- To utilise a range of verbal and non-verbal mechanisms in the assessment and communication of treatment plans to patients, parents and carers to progress visual improvement. This will include patients who may have difficulties in understanding e.g., patients with learning difficulties.
- Communicate highly complex, unwelcome, life changing, sensitive information in tactful, persuasive, empathetic and reassuring manner patients/parents/medical/nursing/school to staff regarding the importance and implications of diagnosis and treatment to ensure that all understand the complex issues concerning occlusion therapy, drug therapy, optical and surgical therapy. This requires a holistic approach where patients, parents or carers have no knowledge of the ocular defects associated with particular medical conditions and or who have difficulty accepting the diagnosis.
- Communication may involve breaking down barriers to understanding such as non-English speaking patients, those with learning difficulties and patients with expressive language difficulties.
- To communicate potential diagnoses - this may be of a distressing nature.
- Ability to impart highly complex information to patients/parents in verbal or written form including those parents who are partially sighted but who are unaware of their (or their child's) condition, which can result in severe emotional distress.
- Ability to develop a sound Orthoptist/patient relationship, usually long term, providing emotional support, empathy, and encouragement. Skills include the ability to reassure, educate and persuade.

### **RESPONSIBILITY FOR INFORMATION RESOURCES**

- Use System1
- Responsibility for Research and Development
- Partake in audit / research as and when appropriate.
- Attend training teaching sessions as appropriate.

**The above indicates the main duties of the post which may be reviewed in the light of experience and development within the service. Any review will be undertaken in conjunction with the post holder.**

**PERSON SPECIFICATION Job Title: Orthoptist – Band 6**

Factors	Criteria	Assessment
<b>Education/Qualification</b>		
<b>Essential</b>	<ul style="list-style-type: none"> <li>Bachelor of Science in Orthoptics BSc or BMed Sci (Orthoptics) and or Diploma of the British Orthoptic Council</li> <li>To be registered with the Health Care Professions Council</li> <li>To have significant experience in all aspects of clinical Orthoptics.</li> </ul>	AF, C, IV
<b>Desirable</b>	<ul style="list-style-type: none"> <li>School Vision Screening experience</li> <li>Teaching and Assessing certificate</li> <li>Post graduate British and Irish Orthoptic Society Clinical Educators Course or British Orthoptic Society Clinical Demonstrators Course</li> <li>NHS management qualification or appropriate experiential learning to enable the post holder to deputise for the Head Orthoptist during annual leave and other short periods of absence.</li> <li>Ability to use Microsoft WORD, EXCEL, POWERPOINT and be proficient in keyboard use.</li> </ul>	AF, C, IV
<b>Experience</b>		
<b>Essential</b>	<ul style="list-style-type: none"> <li>Clinical experience in specialist paediatric Orthoptics to provide an expert opinion in assessing, diagnosing, and managing highly complex paediatric Orthoptic patients.</li> <li>To have experience in all aspects of clinical Orthoptics involving paediatrics and community clinics and vision screening.</li> <li>Able to work autonomously.</li> <li>Knowledge of current school vision screening policies.</li> <li>Leading and developing teams</li> <li>Quality assurance</li> </ul>	AF, C, IV
<b>Desirable</b>	<ul style="list-style-type: none"> <li>Experience in research and clinical audits</li> </ul>	AF, C, IV
<b>Skills and Knowledge</b>		
<b>Essential</b>	<ul style="list-style-type: none"> <li>Advanced skills in assessment and treatment of children with complex eye conditions</li> <li>Ability to problem solve, prioritise, and demonstrate advanced clinical skills.</li> <li>Advanced communication and report writing skills in both verbal and written format.</li> <li>Skills in supervision and appraisal of staff</li> <li>Presentation skills</li> <li>Personal and professional responsibilities</li> <li>Ability to self-motivate.</li> <li>Efficient time management</li> <li>Ability to work as a team member.</li> <li>Ability to work effectively in a team</li> <li>Excellent attention to detail</li> <li>Must be methodical and well organised.</li> <li>Acute levels of hand eye co-ordination.</li> <li>Reliable, flexible &amp; adaptable</li> <li>Ability to use initiative</li> <li>Creative &amp; innovative</li> </ul>	AF, C, IV

	<ul style="list-style-type: none"> <li>• Evidence of the understanding and ability to maintain patient confidentiality.</li> <li>• Must possess commitment and work the hours required to complete the team and individual tasks.</li> <li>• To demonstrate active participation in undergraduate and post graduate education of Orthoptists, Optometrists, Nursing and Medical staff.</li> </ul>	
<b>Desirable</b>	•Competent in the use of Microsoft Office (e.g., Word, PowerPoint, Excel, and Outlook )	
<b>Other</b>		
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Must be methodical and well organised.</li> <li>• Acute levels of hand eye co-ordination</li> <li>• Evidence of the understanding and ability to maintain patient confidentiality.</li> <li>• Must possess commitment and work the hours required to complete the team and individual tasks.</li> <li>• Must be punctual, reliable, flexible, and self-motivated in approach to duties.</li> <li>• Must be able to identify their limitations in theoretical and practical skills and thus when to seek the advice of a senior colleague.</li> <li>• Must be organised and able to analyse complex information.</li> <li>• Ability to work under pressure.</li> <li>• Ability to manage time and resources.</li> <li>• To have the ability to work successfully as part of a multi-disciplinary team.</li> <li>• Ability to recognise and respond to needs and changes.</li> <li>• Self-motivation for continuing professional development.</li> <li>• Demonstrate commitment to the Trust values</li> </ul>	AF, C, IV
<b>Desirable</b>		AF, C, IV
<p><b>* Assessment will take place with reference to the following</b></p> <p><b>AF – Application Form, IV – Interview, P – Presentation, T-Test, C Certificate</b></p>		