

NHS Grampian

Job Description

SECTION 1

JOB IDENTIFICATION	
Job Title:	Orthoptist
Department(s):	Orthoptic
Location:	Royal Aberdeen Children's Hospital
Hours:	37 hours per week
Contract:	Permanent
Salary:	Band 5 (£33,247 - £41,424)
Job Ref:	EG219580

SECTION 2

Job Purpose

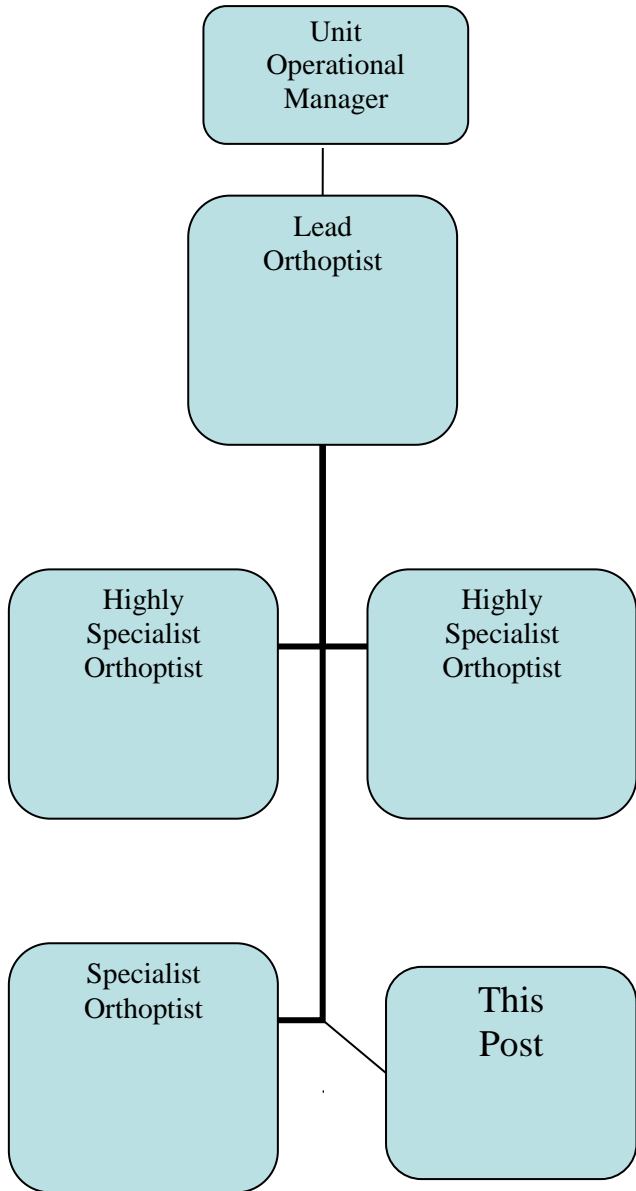
To provide a comprehensive and high quality Orthoptic service as an autonomous practitioner in both hospital and community based sites.

To be a source of expertise, providing the diagnosis, management and discharge planning of patients of all ages presenting with acute and longstanding visual and ocular motility defects. Sources of referral are variable including: paediatrics, maxilla-facial, neurology, stroke units, child development centres, endocrine various wards throughout the hospital site.

To ensure individually and as part of a team that service delivery is effective using analytical skills (often beyond the scope of Orthoptics) to assess, diagnose and treat conditions as necessary.

To be directly involved, as part of the Orthoptic team, in the Pre- School Orthoptic Vision Screening programme (POVS), working autonomously in schools and nurseries throughout Grampian and acting as a source of onward referral as required.

Organisational Chart



Please refer to appendix B(i) for definitions

1	<p>Communication and relationship skills</p> <p>Profile statement: Provides and receives complex, sensitive information, barriers to understanding/presents complex, sensitive or contentious information to large groups. Communicates condition related information to patients, relatives/ lectures to SHOs, optometry students and undergraduates as part of teaching role.</p> <p>The post holder is required to effectively communicate (both verbally and non-verbally) information to patients of all ages and abilities.</p> <p>The post holder is required to communicate highly sensitive, complex information to a variety of sources, for example: children diagnosed with a visual or motility disorder. This involves conveying and ensuring understanding of complex issues concerning refraction/ occlusion/ drug therapy/ expected outcomes etc. The importance of treatment must be explained and often involves aspects of persuasion, motivation and negotiation skills. Barriers to effective communication may be evident eg. Loss of hearing, language barriers, altered perception.</p> <p>It is the post holder's responsibility to provide informative reports and discharge letters for GPs, CCH, health visitors and other medical professionals. At times, the post holder will be required to provide comprehensive reports for teachers and or support workers.</p> <p>As part of the POVS programme the post holder will be required to communicate with large groups of children and teachers/assistants. This involves describing the purpose and practical details of a complex assessment in a simplified manner to ensure full understanding.</p> <p>The post holder must work in partnership with all members of the ophthalmology unit and multi-disciplinary team.</p>
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	<p>The post requires the Orthoptist to be involved in the teaching of undergraduate Orthoptic students, pre-registration optometrists, junior medical staff and other healthcare professionals as required.</p> <p>The Eye Out-Patient Department, ARI provides GP training sessions which the post holder will be involved in. These sessions involve teaching, demonstrating a range of investigative techniques and discussing interesting Orthoptic cases with large groups.</p> <p>A high professional standard of treatment must be maintained and a professional and pleasant approach to all situations is essential.</p> <p>The post holder must ensure consideration is given to gender, lifestyle, cultural background and specific needs and involve patients, parents/carers etc in all aspects of planned treatment.</p>
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2	<p>Knowledge, training and experience</p> <p>Profile statement: Highly developed specialist knowledge, underpinned by theory and experience. Professional/clinical knowledge acquired through degree, supplemented by training to Masters level or equivalent.</p> <p>The post holder must hold a degree in Orthoptics and be state registered with HCPC and be fully licensed to practice in the UK.</p> <p>The post holder will be required to develop professional skills and evidence based practice and maintain an up to date CPD folder and eKSF profile.</p> <p>The post holder will be required to develop knowledge of existing NHS framework and trust policies and procedures presently in place.</p>
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3	<p>Analytical and judgemental skills</p> <p>Profile statement: Complex facts or situations requiring analysis, interpretation, comparison of a range of options. Analysis and interpretation of related facts, range of options over treatment.</p> <p>As a member of the Orthoptic team, the post holder is required to work autonomously at times, under no direct supervision and be accountable for their actions.</p> <p>The post holder must ensure that individually, and as part of a team, that service delivery is effective, using analytical skills to assess, diagnose and treat all conditions as necessary.</p> <p>The post holder must assess, diagnose and develop highly specialised</p>
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	<p>care pathways for all new and review patients referred to the Orthoptic Department. Appropriate care pathways must be identified and actioned whilst anticipating and resolving problems at a senior level and referring to management as necessary.</p> <p>It is the post holder's responsibility to provide specialist advice to the Ophthalmologist or appropriate medical practitioner regarding future management, onward referral and foreseeable problems arising.</p> <p>The post holder must prioritise new referrals to the Orthoptic and Ophthalmology departments and use judgement to decide the urgency of attendance, therefore adding to the efficiency of the service.</p> <p>To evaluate visual acuity and visual behaviour in infants with strabismus (squint), amblyopia (reduced vision in one eye), acute ocular motility defects, congenital and developmental abnormalities. These patients often have highly complex medical conditions requiring a holistic interpretation with tact.</p> <p>The post holder will undertake assessment of visual fields by confrontation or using highly specialised equipment, on patients of an appropriate age, ability and satisfactory levels of visual acuity. Reports are analysed as necessary and discussed with the appropriate clinician to determine the next stage of treatment.</p> <p>The post holder is individually responsible for referral of children from the POVS programme and deciding on the appropriate clinic and urgency of referral based on clinical findings and extensive professional experience.</p> <p>The post holder must also make the individual decision as to when a patient can be discharged and must provide a discharge summary for parents/carers and GPs.</p>
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4	<p>Planning and organisational skills</p> <p>Profile statement: Plan and organise straightforward activities, some ongoing. Organises own appointments and workload.</p> <p>The post holder will participate in the departmental running of all Pre-School Orthoptic Vision Screening programmes within the Grampian area, ensuring that every child in the area is offered a pre-school eye test to detect various conditions such as squint and amblyopia. Early detection is crucial to ensure best possible prognosis. As screening involves travelling alone to schools across Grampian, it is essential to plan the route in advance, ensuring that your car is in full working order. A mobile phone is also required to keep in contact with the department and school should any problems arise.</p>
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	<p>To undertake the running of peripheral Orthoptic and fields clinics and to have responsibility for the organisation of these clinics.</p> <p>The post holder must be a flexible practitioner covering other clinics and seeing extra patients from various specialities as necessary. Frequently required to see Maxillo-Facial patients prior to surgery often with little or no notice. The post holder must also be available, on request, to assess incapacitated patients on any ward throughout the hospital site.</p> <p>Excellent time-keeping skills and the ability to prioritise the caseload is essential.</p>
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5	<p>Physical Skills</p> <p>Profile statement: Highly developed physical skills, accuracy important; manipulation of fine tools, materials. Use of orthoptic and eye camera; developed hand-eye coordination and accuracy in manouvering patients in testing.</p> <p>A high degree of speed and manual dexterity is required whilst performing intricate clinical measurements, especially in the assessment of infants, as the choice and amount of surgery will be based on these results.</p> <p>The post holder is also required to assist the surgeon as necessary in the post-operative adjustable suture procedure, which requires increased manual dexterity and concentration.</p> <p>The post holder must maintain a high level of concentration throughout the clinical session, often with frequent interruptions, to ensure accurate assessment and correct diagnosis.</p> <p>Pre-school orthoptic vision screening sessions involve lone working, therefore, the post holder must be aware of the existing policy and risks of lone working and also be able to readily adapt to a variety of working conditions. Driving to schools/clinics across the Grampian area, in all weather conditions will be required so the post holder must be a safe, experienced driver.</p> <p>Manual handling skills are required on a daily basis to assist patients of all ages and abilities.</p> <p>The post holder must have the basic skills to use information technology to operate such systems as e-KSF. The post holder is also required to use other systems such as ECCI and PECOS and will undertake a training course in the PMS system. The post holder will also use packages such as Micosoft Word, Excel and Powerpoint.</p>
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Equipment

Humphrey visual field Analyser – computerised machine used to assess a variety of visual fields.

Bjerrum Screen – used to aid diagnosis of functional visual loss.

Lees and Hess Screens – plotting the action of eye muscles, aids in the diagnosis and monitoring of ocular motility disorders.

Various Orthoptic Equipment eg. Horizontal and vertical prism bars – to aid the investigation and monitoring of orthoptic abnormalities.

Various Sight Testing Equipment – assessment of visual status in patients of all ages.

Visuscope – to assess fixation behaviour of the eye.

Focimeter – used to measure the strength of lenses.

Synoptophore – used to assess the degree of binocular vision, angle of deviation and a variety of motility defects.

Intuitive Colorimeter – used to assess patients with Meres Irlen syndrome (also known as Visual Stress) at the SLD clinic, and prescribe precision tinted lenses.

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Responsibilities for patient/client care

**Profile statement: Develops specialised programmes of care.
Treatment plans for sight disorders, including specialist advice.**

The post holder is expected to use skills beyond the scope of Orthoptics to aid in diagnosis and development of treatment plans.

The post holder is required to assess, diagnose and develop highly specialised individual care pathways for all new patients referred to the Orthoptic department.

The post holder must provide specialist advice to the Ophthalmologist or appropriate medical practitioner regarding future management, onward referral and foreseeable problems arising.

The post holder is a source of expertise providing the diagnosis, management and discharge planning of patients of all ages presenting with acute and longstanding visual and ocular motility defects.

The post holder is fully responsible for accurate recording and

	<p>maintenance of patient records, ensuring knowledge and compliance of hospital policies and guidelines. It is the post holder's individual responsibility to ensure that clear, concise clinical reports are written and filed in each patient's records after every visit.</p> <p>The post holder is also responsible for providing informative and detailed reports and discharge summaries for GPs, health visitors and other medical professionals.</p>
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7	<p>Responsibilities for policy and service development implementation</p> <p>Profile statement: Proposes policy or service changes, impact beyond own area. Contributes to development of local guidelines, policies, and practices which impact on other disciplines.</p> <p>The post holder must be fully aware of the implications of Clinical Governance and ensure safe practice in the workplace.</p> <p>The post holder must be aware of, and comply with local policies and procedures regarding health and safety guidelines.</p> <p>The post holder is required to assist the line manager in the development of policies and protocols with Trust finance for the funding of the above.</p> <p>In all aspects of Orthoptic practice, it is expected that the post holder contribute to departmental policies and protocols rather than just comply with them. This involves being an effective contributor at the departmental monthly meetings.</p>
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8	<p>Responsibilities for financial and physical resources</p> <p>Profile statement: Safe use of equipment other than equipment used personally; maintains stock control. In teaching, responsible for care and security relating to PCs, scanners, digital camera and video equipment; orders stock and office supplies for own area.</p> <p>The post holder, along with other members of the Orthoptic team, is responsible for the safe and correct use of clinical equipment, cleaning and safe storage.</p>
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9	<p>Responsibilities for human resources</p> <p>Profile statement: Clinical supervision/teach, delivers specialist training. Supervises optometry students, nursing staff/teaches, lectures to other professions as significant job responsibility.</p> <p>The post holder will be involved in demonstration and teaching of Orthoptics to junior medical staff, health visitors, nurses and visitors requiring work experience.</p> <p>To provide core training of Orthoptics to GPs, pre-registration optometry students and undergraduate orthoptic students as required. This involves both practical and theory based sessions. The post holder is expected to supervise and assess knowledge and understanding, practical application and skills gained.</p>
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10	<p>Responsibilities for information resources</p> <p>Profile statement: Records personally generated information. Maintains patient, teaching records.</p> <p>The post holder is responsible for accurate recording and maintenance of patient records, ensuring knowledge and compliance with hospital policies and guidelines.</p> <p>The post holder must take personal responsibility for administrative work ensuring that it is kept in order and up to date. This includes electronic signing of letters on ECCI system.</p> <p>The post holder will comply with the Data protection Act and local policies regarding confidentiality and access to medical records.</p>
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11	<p>Responsibilities for research and development</p> <p>Profile statement: Regularly undertakes R&D activity/as major job requirement/co-ordinates, implements R&D activity as job requirement. Collaborative research with colleagues in assessment of patients/responsible for quality audits/ co-ordinates research for department.</p> <p>The post holder will be expected to participate in departmental audit..</p> <p>The post holder will attend monthly departmental meetings in order to canvas opinions and views of colleagues and management. This enables the department, as a team, to consider developments and changes required to improve patient care and the working environment of staff members.</p>
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12	<p>Freedom to act</p> <p>Profile statement: Broad occupational policies. Works within codes of practice, professional guidelines and policies.</p> <p>As a member of the Orthoptic team, the post holder is required to work autonomously under no direct supervision and be fully accountable for their actions.</p> <p>The post holder must independently decide whether to commence or alter a patient's treatment plan based on clinical findings eg. Start occlusion therapy when the vision is found to be reduced in one eye.</p> <p>The post holder is responsible for deciding when a patient can be discharged and dictating the discharge summary to be forwarded to GPs and parents/carers.</p> <p>The post holder must determine diagnosis, prognosis and management where clinical signs and symptoms do not fall into specific categories.</p> <p>The post holder must prioritise new referrals to the Orthoptic and Ophthalmology Departments and use professional judgement to decide the urgency of attendance, therefore adding to the efficiency of those departments. For example, pre-school vision screening requires immediate, autonomous decisions as to whether a child should be referred or not. A decision must be made, at the referral stage, which is the most appropriate clinic for the child to attend and the urgency of the referral.</p> <p>The post holder is required to identify and action appropriate care pathways, anticipate and resolve problems and refer to senior staff as necessary.</p>
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13	<p>Physical effort</p> <p>Profile statement: Frequent sitting or standing in a restricted position; occasional moderate effort for several short periods. Restricted position; moving equipment.</p> <p>A high degree of speed, manual dexterity and hand- eye co-ordination is required whilst performing intricate clinical measurements as surgery will be based on these results.</p> <p>Manual handling skills are required on a daily basis to assist patients of all ages and abilities.</p> <p>Occasionally, heavy equipment must be moved between rooms eg.</p>
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	<p>Synoptophore, Goldmann perimeter.</p> <p>Specific tests and measurements required during the clinical assessment can involve uncomfortable working positions such as, leaning forward or kneeling on the floor to ensure accurate results. As the majority of orthoptic patients are young children, awkward or uncomfortable working positions will be required hourly at least.</p> <p>The post holder is required to carry a bulky case containing screening equipment (5kg) on a daily basis.</p> <p>The post holder is required to carry all the case notes for the clinical sessions, between reception and the clinic, up to 4 times daily.</p>
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14	<p>Mental effort</p> <p>Profile statement: Frequent concentration, work pattern predictable. Concentration for clinical, teaching duties.</p> <p>High levels of concentration are required continuously throughout the clinical session to ensure accurate assessment and diagnosis. The post holder must maintain this concentration despite regular interruptions throughout the clinical session. As the majority of orthoptic patients are young children, siblings are frequently present at clinical appointments, which can be extremely distracting. This occurs more frequently than half the clinical session.</p> <p>The post holder must also be able to deal with extra patients during a busy, single-handed Orthoptic clinic. The post holder is frequently required to see additional patients from a variety of sources including maxilla-facial, urgent referral clinic and stroke rehab units. This can occur on a daily basis.</p> <p>The post holder is expected to determine diagnosis, prognosis and management of patients where complex clinical findings do not fall into specific categories.</p>
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15	<p>Emotional effort</p> <p>Profile statement: Occasional/frequent distressing or emotional circumstances. Imparting unwelcome, life-changing diagnosis; dealing with difficult family situations.</p> <p>One of the post holder's responsibilities is the counselling of patients and parents/carers on receiving unwelcome information regarding their condition and future outlook. This requires a considerable degree of empathy and support.</p>
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	<p>The post holder must provide advice and counselling on visual dysfunction. This involves communicating sensitive information to patients and/or parents/carers where there may be emotional barriers to understanding and acceptance. This can occur on a weekly basis.</p> <p>The post holder must also deal with difficult family situations, such as children who are in foster care, where the parent, foster parent and the social worker are all in attendance at the clinical appointment. This can occur on a weekly basis.</p> <p>When working with children who have special needs, the post holder is required to adapt assessments and treatment plans to suit the specific needs of the patient and their family. This requires a great deal of empathy towards patients and family members. This can occur on a weekly basis.</p>
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<p>16</p>	<p>Working conditions</p> <p>Profile statement: Occasional unpleasant conditions. Noise, unpleasant smells, lice.</p> <p>The post holder will, at times, be exposed to unpleasant odours, infections and disease such as MRSA, hepatitis, chickenpox, head lice, colds and flu. This can occur several times per week.</p> <p>The post holder must adapt to often unsuitable or difficult working conditions in the community. For example, when screening in pre-schools the post holder will often be required to work in unsuitable surroundings such as the children’s cloakroom or dining hall. This can occur 3 times per month or more.</p> <p>The post holder will also have to deal with aggressive patients and/or parents/carers. This can occur up to 3 times per month.</p>
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NHS GRAMPIAN

PERSON SPECIFICATION

The Person Specification should meet the demands of the job and comply with current legislation. Setting unnecessary standards may, for example, unfairly discriminate against one sex, the disabled or minority racial groups. Applicants should be assessed in relation to their ability to meet the real requirements of the job as laid down in the job description. With the exceptions relating to displaced and disabled candidates noted in Sections 5.3 and 5.4 of this policy, short listed candidates must possess all the essential components as detailed below.

POST/GRADE: *Specialist Orthoptist*

LOCATION: **NHS Grampian**

WARD/DEPARTMENT: **Orthoptics, Royal Aberdeen Children’s Hospital**

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualification & Experience	<ul style="list-style-type: none"> • Current HCPC Registration • BSc or equivalent: Orthoptic professional qualification • HCPC registration 	<ul style="list-style-type: none"> • Undergraduate experience working with children
Circumstances & Flexibility	<ul style="list-style-type: none"> • Car driver • A good understanding of core values eg. Patient confidentiality • Team worker/player 	
Particular Requirements for the Post	<ul style="list-style-type: none"> • Excellent communication skills • Good organisational skills • Self-directing • Ability to work as autonomous practitioner within scope of practice and work as part of a team in specialist areas • Understanding when to seek advice from senior staff 	<ul style="list-style-type: none"> • Previous experience working as an Orthoptist
Level of Disclosure Check Required	Enhanced	

