

NHS Grampian

Job Description

SECTION 1

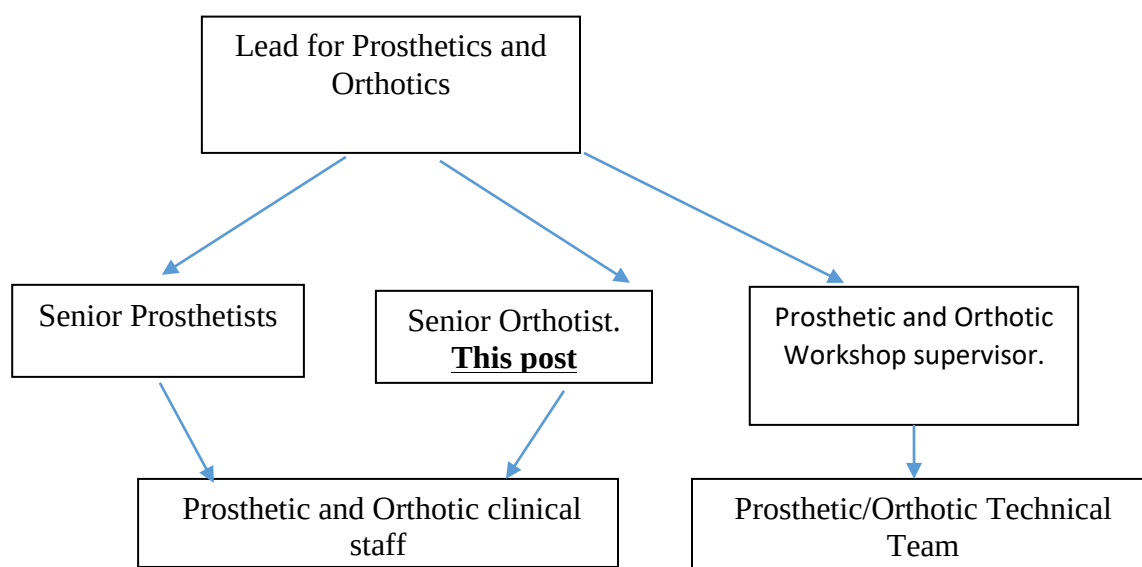
<u>JOB IDENTIFICATION</u>	
Job Title:	Senior Orthotist
Department(s):	Mobility and Rehabilitation Service
Location:	Woodend Hospital
Hours:	37.5 hours per week
Grade:	Band 7
Salary:	£46,244 - £53,789
Contract:	Permanent

SECTION 2

JOB PURPOSE

- The Senior Orthotist is responsible for the day to day operational aspects of the Orthotic Service including Clinical issues. The post holder also manages his or her own patient case load.
- Works as an autonomous practitioner managing and leading on highly complex, specialist clinical caseload within the Orthotic Service without direct input from senior management.
- Supervises Orthotists within the Orthotic Service and is responsible for the delegation and co-ordination of appropriate caseload to staff members. The post holder has access to supervision and support from the Lead for Prosthetics and Orthotics on a regular basis.
- To use advanced clinical reasoning skills to provide specialist support and advice to the organisation and Orthotists whilst maintaining a clinical case load of highly complex patients as an autonomous practitioner.
- To respond to the specific needs of the client and to be aware of and sensitive to the wide range of emotional differences within the client group.
- Has a key role in the education and development of Orthotists within MARS. The post holder will provide leadership, operational management and clinical expertise in assessment and education of and equipment provision to patients within the Orthotic Service.
- Is actively involved in Research & Development within the Orthotic Service. Leads in clinical audits.

ORGANISATIONAL POSITION



	DIMENSIONS <u>Service Activities</u> The Mobility & Rehabilitation Service is comprised of 3 clinical services, each based primarily at Woodend Hospital, Aberdeen, but with responsibilities for different geographical areas. <u>Prosthetic Service</u> Provides a specialist service to patients within the NHS Grampian Board Area, and by a service level agreement to NHS Orkney & NHS Shetland patients involving the assessment and prescription, fitting, and review of Prostheses, both upper and lower limb. The total number of active patients is 600 and encompasses both adult and Paediatric patients. <u>Orthotic Service</u> Provides a specialist service to patients within the NHS Grampian Board Area only involving the assessment and prescription, fitting and review of Orthoses. The total number of active patients is 23,000, encompassing both adult and paediatric patients. <u>Wheelchair & Specialist Seating Service</u> Provides a specialist service to patients within the NHS Grampian Board Area, and by a service level agreement to NHS Orkney & NHS Shetland patients. The total number of Wheelchair Users is 7098, encompassing both adult and paediatric patients.
	ROLE OF DEPARTMENT The Orthotic Service is a specialist service and the Orthotists specialise in assessing and providing gait analysis and engineering solutions to people with problems of neuromuscular and the skeletal system.
	KEY RESULT AREAS • Organise the provision and maximise the efficiency of the Orthotic Service to meet department standards. • Responsible for the day to day operational management issues such as co-ordinating the staff rota, in conjunction with the Lead for Prosthetics and Orthotics (who authorises staff leave) and dealing with unplanned absences.

- Responsible for all aspects of orthotic patient care (including own caseload), i.e. patients from designated clinics or other sources such as emergencies or ward rounds, as delegated by the Lead for Prosthetics and Orthotics, applying British Association of Prosthetists and Orthotists professional and clinical guidelines as a minimum standard.
- The post holder makes clinical decisions regarding the patient's life long care and is responsible for identifying the changing needs of the patient, for example arranges review appointments based on the individual patients requirements or casts for a device when this is clinically or technically indicated. The post holder is responsible and accountable for identifying, requesting and supervising technical staff support when dealing directly with patient. The post holder is responsible for writing end of episode letters to GPs and referrers.
- Co-ordinates, prioritises and delegates where appropriate, and reviews on a regular basis the clinical caseload.
- To communicate and provide professional advice as required to patients, carers, referrers and appropriate individuals in the multidisciplinary team.
- To take a lead role in service development, clinical governance, audit and research as required by the Lead for Prosthetics and Orthotics or Head of Service. These activities can take the form of departmental protocols or individual projects, for example co-ordinating the activities of a quality improvement project for orthotics. The post holder will also be responsible for ensuring that any relevant information is disseminated appropriately. This may be internally amongst staff or presenting the findings/preparing clinical papers for inclusion in appropriate conferences/journals.
- To support and assist the Lead for Prosthetics and Orthotics in carrying out and organising service development/ improvement.
- Participates in the recruitment and selection of staff within the service.
- Demonstrate that you are undertaking Continuing Professional Development in accordance with British Association of Prosthetists and Orthotists Best Practice guidelines. As part of the Division Appraisal System and PDP process, be able to identify your own training and educational needs and to seek out appropriate courses for approval by the Lead for Prosthetics and Orthotics as part of your own continuing professional development needs.
- The post holder is responsible for keeping up to date with clinical and technical techniques in order to decide an appropriate orthotic prescription.

	• To co-ordinate and deliver training and education to medical postgraduates, other staff and placement students as delegated by the Lead for Prosthetics and Orthotics. This will involve formulation of programmes and participation in teaching by presentation or other means. This will include providing overall supervision for placement students. • To ensure compliance and implementation with all MARS policies and procedures such as Quality Control and Health & Safety. • Assist in the investigation of complaints, providing information to the Lead for Prosthetics and Orthotics to allow him/her to comply with the complaint procedure. • The post holder will deputise for the Lead for Prosthetics and Orthotics when required for example, covering for annual leave and other absences. • The post holder may be required to carry out domiciliary visits or work away from MARS as directed by the Lead for Prosthetics and Orthotics. • The post holder will undertake any other appropriate tasks delegated by their line manager. • The post holder will co-operate with communication structure e.g. attendance at meetings and training. • The post holder is required to be flexible and adaptable to ensure that service needs are met. • As a clinical supervisor, monitors clinical performance and manages identified poor performance. • As a mentor, provides support and guidance to identified staff. • Participate in inducting and supporting new Orthotists.
	EQUIPMENT AND MACHINERY The post holder must be fully conversant in the use of equipment within the clinical and technical environment that is used to treat patients and to manufacture and adjust prostheses, and to document every clinical contact. These include the following; <u>Casting Equipment: (frequent/daily use)</u> • Casting jigs, pressure/vacuum casting apparatus, plaster of Paris bandages, mandrels, rectification tools, Computer Aided Design system.

	<u>Manual Hand Tools: (frequent/ daily use)</u> - Stanley and leather knives, scalpels, allen keys, plaster shears, spanners, screwdrivers, hacksaws, torque wrenches, measuring tapes/sticks. <u>Electric Hand Tools: (frequent use)</u> - Jigsaw, electric drills, industrial heat gun, electric cast cutter. <u>Workshop Machine Equipment:</u> - Industrial routers, industrial sewing machine (frequent use) - vertical belt sander, pillar drill, band saw, (infrequent/occasional use) <u>Clinical/manual handling equipment</u> - Hoist (infrequent/occasional use) - Trolley for transporting goods (frequent use) <u>I.T Equipment: (frequent use)</u> - Computer, telephone, facsimile, printer, photocopier - Access to the Internet is used for research, and enquiries for technical and professional issues
	SYSTEMS <u>Paper based systems</u> - Responsible for maintaining own patients records following any episodes of patient contact or care using the departments systems. Frequent basis (daily use). - Updating and maintaining own Continual Professional Development using system provided by professional body, the British Association of Prosthetists and Orthotists. Infrequent basis (weekly – monthly). - Processing staff travel expense claim forms and annual leave cards as part of co-ordination of the staff rota and other department policies and procedures for example, patient appointment cancellation forms. <u>IT Systems</u> - Responsible for maintaining own patients records on the ReTIS system following any episodes of patient contact or care using the departments systems. Frequent basis (daily use). - The post holder frequently uses email for communication (daily). Microsoft word and Excel PC packages are frequently used (weekly/monthly) for general reports, letters and communication. The internet is used frequently (weekly/monthly) for research and keeping up to date with professional and technical issues. Microsoft power point is used on an infrequent basis for presentations. - Computer Aided design for data capture on a frequent basis (monthly).

	<u>Quality System</u> Responsible for implementing and adhering to MARS Quality System.
	ASSIGNMENT AND REVIEW OF WORK The post holder works as an autonomous practitioner responsible for their own work and has an individual duty of care to the patient. Work is not generally checked or supervised directly. The post holder is clinically accountable for all their prosthetics treatment and must adhere to Quality Control Systems in place and Grampian policies and procedures. Work is generated by post holder following routine review of patient or from new referrals and must adhere to departmental protocols and procedures. This may include the generation of work for other Orthotists, the Workshop Supervisor and other support staff, for example, the post holder provides detailed instructions for the Technician to manufacture/repair the orthosis in workshop, correctly completing the Job charts according to Quality system and specifying which parts are required. The post holder also receives clinical or non-clinical related work generated by the Lead for Prosthetics and Orthotics for example audit projects, provision of reports or assisting with complaints. The post holder is managed by the Lead for Prosthetics and Orthotics who provides clinical guidance, supervision, work review and formal appraisal of performance. This will take the form of regular meetings at which meetings notes will be recorded. In addition, information and instruction may be exchanged in written and electronic format. Additional and short notice meetings may also be required. The post holder will seek authorisation, advice and guidance from the Lead for Prosthetics and Orthotics as appropriate.
	DECISIONS AND JUDGEMENTS <u>Clinical</u> - Prioritise patients based on clinical need. - Manage and prioritise clinical orthotic treatment of own patient caseload within department guidelines. This includes providing detailed prescriptions to technical staff and other Allied Health Professionals, and advice as required, to patients, carers, relatives, and other appropriate individuals. - Refer patients to other specialities as appropriate - The post holder is expected to anticipate orthotic service problems and resolve them, for example, service complaints and staffing problems or issues. - Support the clinical decisions of the orthotic staff as appropriate. - Discretion required during orthotic clinics when liaising with other health care professionals regarding patient care. - Decide on minor prescription changes.

	<u>Managerial</u> • Minimise waiting times utilising current resources. • Organise staff rota to ensure quality and continuity of service provision, liaising with the Lead for Prosthetics and Orthotics in this regard (who authorises staff leave). • Control spend on supplies and orthotic devices and any other areas delegated by Lead or Prosthetics and Orthotics. • Delegate service development tasks to orthotic staff members for example, audits or the participation in training programmes for visitors, medical prosthetics students.
	MOST CHALLENGING/DIFFICULT PARTS OF THE JOB • Providing care and communicating with new and/or existing patients and their relatives, who might be in a very emotional state and may also have barriers to communication such as cognitive impairment. • The emotional and stressful demands of providing care to and supporting patients and their relatives with expectations which cannot or have not been met by the service. • Delivering care in a time sensitive environment, dealing with emergency situations and unpredictable treatment sessions whilst responding sensitively to emotional pressures from patients or their relatives to meet their personal deadlines.
	COMMUNICATIONS AND RELATIONSHIPS <u>Internal:</u> • Patients and/or relatives and carers regarding all aspects of their orthotic care. • Other members of the multidisciplinary team for example, Consultant, Doctor, Nurse, other Allied Health Professionals and Technicians regarding appropriate aspects of the patient's orthotic care. • Lead for Prosthetics and Orthotics for all operational and management issues. • MARS Orthotists as part of team discussions e.g. to discuss general clinical related issues and to provide advice as required ensuring a consistent team approach. • MARS Orthotics and the Workshop Supervisor to ensure appropriate operational service delivery. • Department administrative staff for appointments and administration. • Other managers within MARS for example Head of Service, Operational Service Manager, Therapy Manager. • Other relevant departments within the division, e.g. Bio-engineering, Human Resources.

	<u>External:</u> • Orthotic managers and peers at other centres to discuss clinical and operational management related issues. • Private orthotic companies regarding clinical and technical issues and for information and advice concerning their products. • Attendance and participation on committees and groups as required by the Lead for Prosthetics and Orthotics. Staff and students at the National Centre for Prosthetics and Orthotics (NCPO) when participating in the final year student examinations. • Inform the Scottish Government (Medical Devices Agency) in writing of any orthotic component failures.
	PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB <u>Physical Skills:</u> • The individual must be physically able to fulfil the job duties, which entails highly developed hand casting skills, where a degree of precision and speed are required, as well as good levels of hand, eye, and sensory co-ordination. • Keyboard skills. <u>Physical Demands:</u> • Working in confined or problematic spaces for example casting or examining patients in their wheelchair, on a plinth or between parallel bars. • Patient assessment (manual handling and physical examination). • Casting (concentrated effort for a period of time while exerting a constant pressure. This involves the prosthetist being in an awkward body position). • Rectifying (lifting, moving and handling large quantities of liquid plaster, manoeuvring positive plaster mould and physical exertion of modifying positive plaster mould). • Manufacturing and adjusting prostheses. • Using appropriate manual handling equipment for example trolley for transporting heavy items. • Frequent periods of static sitting when writing patient notes or working on PC. • Frequent requirements for standing. <u>Mental Demands:</u> • Retention and communication of knowledge and information. • Problem solving. • Frequent requirement for prolonged concentration for example when updating patient notes. • Working within the time scales and deadlines for example producing cast work on time for workshop manufacture.

	• Working in a time sensitive environment whilst ensuring good communication and that the patient's needs are considered, for example trying to ensure that the patient's prosthesis requires repairing within the time scale of their transport arriving to collect them. <u>Emotional Demands:</u> • Regular exposure to distressing or emotional circumstances, for example patient healthcare issues and circumstances. • The stress when dealing with challenging behaviour from the patient and/or relatives for various reasons. • The stress when providing lifelong prosthetic care to a clinically and emotionally demanding client group. • Supporting staff whilst dealing with difficult or contentious staffing issues. • The stress when providing care to and supporting patients and relatives when the service's best endeavours have not or cannot meet the expectations or needs of the patient. • The stress when dealing with patient or service complaints either in a face to face situation or verbally or written. <u>Working Conditions:</u> Office • Frequently working in an office environment for example in a limited workspace, indoor lighting and using computer equipment. Plaster room and workshop areas • Potentially hazardous working environment with exposure to chemical and performed foams, glue, plaster of paris dust, carbon fibre, resins, glass fibre fragments noise pollution from industrial machinery and extraction units. Clinic areas • Exposure to body fluids • Exposure to open wounds • Exposure to infections • Exposure to verbal/physical aggression
	KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB • Minimum required to undertake the role: • The post holder must be State Registered with Health Professions Council. • The post holder must have obtained an Honours Degree from the Prosthetic and Orthotic Schools at the Universities of Strathclyde or Salford, or have obtained an equivalent qualification which allows State Registration. • The post holder should preferably be a member of the British Association of Prosthetists and Orthotists.

	• The post holder will have five years post graduate experience as a minimum and preferably a broad experience in providing orthotic care. • Highly developed effective communication and time management skills. • Highly developed and effective clinical and problem solving skills. Verbal motivational skills are also required to aid patient's rehabilitation and encourage compliance. • Good Leadership skills and the ability to prepare and provide presentations/clinical papers at appropriate conferences/journals. • Team working skills and the ability to work in a team environment with mixed professions. • Evidence of ongoing continuing professional development. • Up to date working knowledge of clinical and technical techniques and available componentry. • A working knowledge of NHS and Professional Standards, Policies, Procedures and Clinical Guidelines.
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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. Shortlisted candidates **MUST** possess all the essential components as detailed below.

POST/GRADE: Senior Orthotist / Band 7

LOCATION/HOSPITALS: Aberdeen City CHP

WARD/DEPARTMENT: Mobility & Rehabilitation Service (MARS)

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualification & Experience	BSc in Prosthetics/Orthotics (or equivalent). Current HCPC Registration as an Orthotist. Significant evidenced post registration clinical experience in Orthotics including paediatric and msk services. Proven track record and able to practice autonomously as an Orthotist covering a wide patient group and working within MDTs. Evidence of ongoing CPD. Knowledge and experience of leading a team. Experienced and effective clinical supervisor. Strong track record of effective collaboration working with other professionals and agencies.	Experience with 3D with digital technology to capture casting data. Knowledge of Quality Improvement methodology and application. Knowledge of Trakcare Patient Management System.

Circumstances & flexibility	Evidence of ability to work collaboratively within a MDT and to remain flexible on a daily basis. Evidence of dealing with unpredictable workloads and changing clinical demands. Excellent spoken and written communication skills. Evidence of working effectively as part of a team, leading & contributing appropriately to team projects, and leading & contributing to service developments.	Evidence of service development initiatives.
Particular requirements of the post	Capable to undertake a range of moving and handling duties. Ability to comply with policies and procedures relating to Personal Protective Equipment (PPE) Health and Safe, Safe Systems of work. Hold current driving licence and either own or have access to a car.	
Level of Disclosure check required	PVG (Child and Adult)	