



**East Suffolk and
North Essex
NHS Foundation Trust**

Job Title: Specialist Orthoptist	Grade: Band 6	Post No:
Accountable to: Head Orthoptist		
Responsible for: no direct line management responsibility, but may provide day to day supervision of other team members		
Key Relationships with:- Internal: - Head Orthoptist, Principal Orthoptist, Orthoptist, Optometrists, Ophthalmologists, stroke team, nursing staff, administrative staff External: GPs, health visitors and school nurses, paediatricians, stroke rehabilitation team, community optometrists.		
Purpose of Role: This means specific accountability to: <ul style="list-style-type: none">• To participate in the provision of the Orthoptic service and allied ophthalmic and optometric services in East Suffolk and North Essex NHS Foundation Trust (ESNEFT), at the acute base and various outreach clinics including special educational needs schools.• To assess, diagnose and manage a full range of orthoptic patients on a daily basis. <u>Key responsibilities:</u> 1. Clinical 2. Professional 3. Organisational 1. Clinical <u>Assessment and diagnosis</u> <ul style="list-style-type: none">• To conduct single-handed Orthoptic and work as part of a team in specialist multi-disciplinary paediatric clinics as required at the main base and in community settings.• To provide appropriate Orthoptic assessment and diagnosis for all patients referred to the department from other specialist clinics, as in-patients or out-patients, including:<ul style="list-style-type: none">• Neurology e.g. space occupying lesions, stroke, neurofibromatosis, cerebral palsy, epilepsy, myasthenia gravis, multiple sclerosis• Endocrinology, e.g. thyroid eye disease, diabetes• Paediatrics, e.g. genetic syndromes, visual development problems• Maxillo-Facial, e.g. orbital trauma, facial fractures• ENT e.g. sinus problems, space occupying lesions• Eye casualty referrals, which may include Orthoptic symptoms of any of the above specialities.• To determine the urgency of referrals, balancing the needs of the patient with the demands on the service.		

Assessment specific to paediatric vision disorders:

- To investigate, diagnose and manage ocular motility disorders, other ophthalmic conditions and related multi-system disorders. This will require the ability to communicate with and obtain co-operation from children of all ages and abilities, including children with special needs and challenging behaviour.
- To refer patients in to the appropriate acute ophthalmic services if further investigation or treatment is required.
- To undertake paediatric Orthoptic assessments in outreach clinics as part of a multidisciplinary team and in correspondence with other health professions.
- To participate in jointly lead Orthoptic & Optometry assessments at the main base and outreach clinics liaising with the school nurses, teachers, specialist teachers for visual impairment and paediatricians.
- To communicate the findings to carers and professionals as required.

Assessment specific to Adult vision disorders:

- To independently diagnose ocular motility disorders, and other ophthalmic conditions including both acute and complex conditions
- To understand possible aetiologies and differentially diagnose similarly presenting conditions to guide investigation. Differential diagnosis may include medical, neurological or psychological origins. This will include patients with impaired communication, comprehension, learning and physical disabilities.
- To carry out specialist assessment of stroke patients.
- To ensure thorough and accurate assessment is achieved by selected pertinent tests suitable for the patient's age and condition to result in an accurate diagnosis.
- To offer expert opinions to Ophthalmologists, neurologists, paediatricians. MDT, stroke team and other professionals
- To carry out complex visual field assessment where required, both automated and manually (Humphrey and Goldman)

Treatment and on-going patient management

- To formulate and implement, an individualised treatment plan for paediatric and adult cases balancing medical evidence and patient circumstances, including amblyopia therapy, refractive treatments, orthoptic exercises, prismatic therapy and planning strabismus surgery.
- To instruct the patient/carers on continuous courses of home treatments. To adapt the treatment as necessary for the individual, circumstances, abilities and compliance at your discretion and in accordance with departmental protocols and professional standards, thus maintaining a high standard of clinical care.
- To develop a relationship of trust using two-way communication with patients and other members of staff in order to enable motivation and ensuring good compliance to treatment. To gain consent for this treatment.
- To review patients and treatment plans to achieve the best possible visual acuity, binocular vision and ocular alignment for each patient.
- To further manage each patient as an autonomous practitioner, determining when and which optometric or ophthalmic assessments are needed. Assist and signpost patients/carers to access further information as required from internal and external sources.
- To liaise with ophthalmologists when the treatment plan indicates the need for surgical intervention including adjustable sutures or Botulinum toxin injection.
- Explain surgical or other procedures to the patient or carer.

- To liaise with ophthalmic consultants about the management of complex neurological patients suggesting additional diagnostic tests to aid aetiology and management such as MRI scans, blood tests and electro-diagnostics.
- To assess adult and paediatric patients pre-operatively and post-operatively. Confidently measure concomitant and incomitant strabismus in nine positions of gaze, this takes considerable manual dexterity and speed to ensure accurate results. Surgical procedures are based on these measurements and surgical management options are discussed with the ophthalmologist.
- To carry out strabismus measurements post-operatively on patients on the ward that have had surgery with adjustable sutures.
- To assess short and long term post-operative outcomes and determine if further treatment is required or if the patient is suitable for discharge.
- To assist the consultant ophthalmologist with squint operations in theatre once relevant competencies achieved.

Communicating outcomes

- To provide complex condition and treatment related information to patients and carers regarding diagnosis, management and possible prognosis. Take into consideration the limitations of the patients understanding, their circumstances and the possible sensitive or distressing nature of the diagnosis. This may be in person or over the phone.
- To provide appropriate detailed clinical information to referees, other healthcare professionals, education and social care services in the form of reports and advice, having received consent. This may be verbal or written.
- To communicate patient information on referral in to the Orthoptic department and on discharge from the service to the GP, optometrist and patient. Use the Bigband dictation system.
- To liaise with the safeguarding team, taking appropriate action and completing relevant documentation where there are safeguarding concerns.

Teaching and demonstrating

- To participate in the orthoptic teaching programme for undergraduate orthoptic students, nurses, post-graduate level pre-registration optometrists and junior doctors. Adapt to different staff requirements with regard to type of teaching. Provide ad-hoc teaching when appropriate cases arise.
- To supervise and provide advice to those you are teaching to develop and improve clinical skills. Encourage maintenance of methodical investigation and evidence based management.
- To participate in the departmental teaching programme.
- To provide orthoptic clinical support and advice to any member of the ophthalmic team.
- To demonstrate to other interested parties wishing to observe orthoptic clinical practice as required e.g. medical students and those on work experience placements.
- To take own initiative in developing computer and presentation skills.

Additional clinical responsibilities

- To be responsible for the selection and instillation of the type and strength of drops used for refraction and internal examination of the eye as permitted under a PGD or with exemption status. To advise the patient/carer of possible side effects of drops instilled and gain consent for this procedure
- To use the focimeter to measure spectacle strength accurately.

Professional

- To be professional, legally responsible and accountable, for all aspects of your clinical workload.
- To hold an orthoptic degree/diploma and work to the requirements of the Code of Practice and Professional Standards of the British and Irish Orthoptic Society (BIOS) and Health & Care Professions Council (HCPC).
- To abide by the Trust and Departmental policies, procedures and protocols and work within the national guidelines.
- To be responsible for maintaining clear, comprehensive and accurate records of all patient contacts. When supervising students ensure their records are accurate and countersigned.
- To be responsible for maintaining own '*continuing professional development*' meeting BIOS / HCPC requirements.
- To maintain professional competence in undertaking highly skilled and specialised work.
- To attend appropriate clinical updates including internal and external training sessions. Share and use knowledge within evidence-based practise to ensure best patient care.
- To participate in appraisal and be proactive in delivering on set objectives.
- To monitor all aspects of own clinical practice and knowledge to ensure individual and service needs are met. Identify with the Head of department those areas in need of development.
- To attend mandatory training sessions/complete all mandatory training as stipulated by ESNEFT including Health & Safety and adhere to the procedures.
- To undertake training in, and use new equipment, medical and non-medical as required. Be responsible for the safe use of equipment on patients under your care.

Organisational

- To prioritise the caseload to ensure smooth running of booked clinics, being able to adapt to accommodate clinically urgent patients requested by ophthalmology or optometry colleagues.
- To maintain smooth running clinics when teaching, balancing the needs of the patient with the needs of the student.
- To use electronic patients records including Medisoft and Evolve clinical notes and any new systems implemented by the trust in future.
- To take part in regular departmental audits and research, proposing changes in departmental and inter-departmental protocols to the Head Orthoptist.
- To participate in the collection of statistics and data relating to all Orthoptic and allied ophthalmological services for audit and research.
- To ensure knowledge of hospital appointments system is adequate and up to date and abide by the policy of data protection. Adequate knowledge is needed of Windows, excel and email systems.
- To assist with administration when necessary, e.g. telephone answering and arranging appointments for new case and follow-ups on the patient appointment system, dealing with enquiries as needed.
- To reconcile appointments on the patient administration system. Use the in touch calling system appropriately and effectively.
- To liaise with the Head Orthoptist to implement changes in service provision e.g. if there is a lack of appointment slots in a peripheral clinic, thus improving patient pathways.
- To demonstrate the trust values in your everyday work and carry this out in a manner that aligns with the trust's equality, diversity and inclusion strategy.
- To be responsible for the appropriate use and care of equipment used, reporting problems arising to the head orthoptist and relevant support staff.
- To ensure supplies are maintained at all sites.
- To be flexible in nature and provide cover for staff absence as required.
- To deputise for the day-to-day provision of the orthoptic service in the absence of the Head or Advanced Orthoptists.

- To carry out any other tasks suitable to the post as directed by the Head Orthoptist.

General

- To be responsible for complying with Trust and local Safeguarding policies and procedures.
- To be responsible for the quality of data recorded. The data should be accurate, legible (if hand written), recorded in a timely manner, kept up to date and appropriately filed.
- All employees must comply with the East Suffolk & North East Essex Foundation Trust Equality and Diversity Policy and must not discriminate on the grounds of sex, colour, race, ethnic or national origins, marital status, age, gender reassignment, disability, sexual orientation or religious belief.
- Employees have a responsibility to themselves and others in relation to managing risk and health and safety, and will be required to work within the policies and procedures laid down by the East Suffolk & North East Essex Foundation Trust. The Trust seeks to establish a safe and healthy working environment for its employees and operates a non-smoking policy.
- All employees have the right to work in an environment which is safe and to be protected from all forms of abuse, violence, harassment and undue stress. All employees are responsible for helping to ensure that individuals do not suffer harassment or bullying in any form. All employees will be personally accountable for their actions and behaviour in cases of complaint of harassment or bullying.
- All staff have a responsibility to contribute to a reduction in the Trust's carbon footprint and should pro-actively reduce and encourage others through own actions to reduce their contribution to carbon emissions. This includes switching off electrical appliances that are not in use, turning down heating, closing windows, switching off lights and reporting carbon waste etc.

Review of job content:

This job description is not a definitive or exhaustive list of responsibilities but identifies key responsibilities and tasks of the post holder. It is intended as an outline of general areas of activity. It will be amended in the light of changing needs of the service in conjunction with the post holder at appraisal and developed as necessary.

Prepared By: Linda Melvin

Date:

6.3.24

Person Specification

Job Title:

Band:

Post No:

Criteria	Essential	Desirable	Measure (e.g. Application form/CV/interview)
Experience	<ul style="list-style-type: none"> • Post qualification experience of working single-handed and as part of the multi-disciplinary team. • Successful completion of post graduate preceptorship • Experience of managing a complex and varied caseload including patients of all ages and abilities • Visual field experience • Experience of participation in audit and research 	<ul style="list-style-type: none"> • Experience of clinical teaching to a range of professionals • Ability to carry out complex visual field testing including Goldmans • Experience of assessing in-patient stroke patients • Vision screening experience • Experience of assessing patients who have had surgery using adjustable sutures • Experience of assisting in theatre 	Application form Interview

Qualifications	<ul style="list-style-type: none"> • Degree / Diploma in Orthoptics • Registration with HCPC • Further accredited qualifications and courses related to orthoptic and/or ophthalmic practice or working towards • Evidence of ongoing CPD 	<ul style="list-style-type: none"> • BIOS membership • BIOS Clinical Tutors course • Full clean driving licence and access to own car 	Application form Interview
Knowledge	<ul style="list-style-type: none"> • Maintain up to date knowledge of developments in orthoptics and deliver evidence based care • Understanding of hospital patient administration system and willingness to learn • Competent IT skills including Microsoft applications and the electronic patient record (Medisoft/Medisight) 	<ul style="list-style-type: none"> • Experience of using the hospital patient administration systems • Experience of using the departmental electronic patient system and imaging software 	Application form Interview
Personal Skills	<ul style="list-style-type: none"> • Excellent communication skills • Friendly and approachable, always working in a patient centred manner. • Able to work autonomously and as part of a multidisciplinary team • Able to work flexibly and be responsive and accommodating to short notice changes • Good organisational skills and ability to manage own workload • Proactive approach to professional development within the role 		Application form Interview