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| **Job Specification; Sample Content****Orthoptist, Senior (3417)** |
| **The following template provides sample content for the above role.** **Please refer to the latest National Job Specification Template on the HSE Job Specification Repository to create your full and final version.** |
| **Reporting Relationship** | ***For Example:*** The post holder will report clinically and professionally to the Community Ophthalmic Physician / Consultant Ophthalmologist and operationally to the Area Administrator / Clinical Services and Operations Manager. |
| **Purpose of the Post**  | ***For Example:*** The Orthoptist, Senior will be working to provide an Orthoptic service and care for service users / patients. |
| **Principal Duties and Responsibilities** | ***For Example:*** *The Orthoptist, Senior will:***Clinical / Professional*** Operate within the Scope of Practice of the British and Irish Orthoptic society (BIOS) and Irish Association of Orthoptists’ (IAO) and register with CORU when applicable.
* Maintain professional standards in relation to confidentiality, ethics and legislation.
* Perform all clinical duties in accordance with directives issued.
* Carry a caseload and be responsible for the organisation of their own workload in line with agreed priorities, policies and procedures.
* Accept Orthoptic referrals as per local HSE policy for the Community Ophthalmic Service. [**Delete or include this bullet where relevant**]
* Conduct Orthoptic assessments and treatments for children and / or adults / patients from the referred from the Early Intervention Team and advise on their continued care. **[Amend this bullet as relevant**]
* Aid in the assessment of inpatients who are referred to the Ophthalmic service. [**Delete or amend this bullet as relevant**]
* Assess patients with Diplopia particularly from the stroke unit. [**Delete or amend this bullet as relevant**]
* Carry out supervision and direction of Amblyopia therapy with various methods of occlusion and instruct patients / parents / guardians on a continuous course of home treatment in relation to Strabismus and Amblyopia.
* Carry out visual field examinations when requested (Humphrey Field Analyser) and participate in digital imaging / clinical photography and other automated ophthalmic investigations when required.
* Provide any additional ophthalmic investigations including, Visual Field Testing, Ophthalmic Imaging including fundus photography, optical coherent tomography. [**Delete or include this bullet where relevant**]
* Interpret the results of Orthoptic assessments and provide recommendations and reports to other health and educational professionals as necessary.
* Determine the reasons for erroneous clinical test results and work to minimise occurrence of these.
* Diagnose and formulate a programme of treatment for Orthoptic patients / service users.
* Organise onward referral if necessary to other professionals and voluntary services, and communicate with them on an ongoing basis as necessary.
* Liaise with Ophthalmic medical staff in matters arising during patients / service users continued care.
* Provide counselling to patients, relatives and carers on Orthoptic conditions.
* Review patient’s/ service user’s progress regularly, record and maintain a record of information accurately and legibly.
* Monitor orthoptic problems on an ongoing basis informing the client and / or family and the professionals involved, on any changes.
* Conduct under the supervision of the Community Ophthalmologist or Consultant Ophthalmic Surgeon, Orthoptic Clinics when required.
* Perform clinical audit studies as required.
* Provide reports as required e.g. monthly activity report.
* Maintain a record of work activity.

**Education and Training*** Participate in mandatory training programmes.
* Participate in continuing professional development (CPD) including in-service training, attending and presenting at conferences / courses relevant to practice, promoting and contributing to research etc.
* Engage in support / supervision.
* Participate in the Clinical tuition of Optometry, Orthoptic, medical and nursing students.
* Manage, participate and play a role in the practice education of student Orthoptists.
* Provide Orthoptic education to undergraduate Orthoptic students as required.
* Develop protocols, patient care plans, goal setting and outcome measures
* Participate in research and developments in Orthoptics.
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.

**Health and Safety*** Contribute to the development of and implement agreed policies, procedures and safe professional practice. Adhere to relevant legislation, regulations and standards.
* Work in a safe manner with due care and attention to the safety of self and others.
* Be aware of risk management issues. Adequately identifies, assesses, manages and monitors risk within their area of responsibility.
* Document appropriately and report any near misses, hazards and accidents and bring them to the attention of the relevant person(s).
* Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
* Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**Administrative*** Contribute to the planning and development of the Orthoptic Service and participate in service improvements.
* Plan and manage resources efficiently in assigned areas of responsibility.
* Undertake any reasonable professional and administrative duties as agreed.
* Work collaboratively with other disciplines and professions.
* As an employee, maintain the confidentiality of information regarding patients, employees or any business relating to the HSE.
* Maintain appropriate service user records, databases and statistics in accordance with HSE requirements and local guidelines, Freedom of Information Act, Data Protection Acts and other relevant legislation.
* Engage in IT developments as they apply to service user and service administration.
* Keep up to date with developments within the organisation and the Irish Health Service.

**The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.**  |
| **Skills, competencies and/or knowledge** | ***For Example:*** *The candidate must demonstrate:***Clinical and Professional Knowledge***For example:** Demonstrates an understanding of the organisation of Orthoptic services, including an understanding of Orthoptic procedures, the underpinning theory and its application to the role.
* Demonstrates a high level of clinical knowledge and evidence based practice to carry out the duties and responsibilities of the role in line with relevant legislation and standards.
* Demonstrates an ability to apply knowledge to best practice.
* Demonstrates evidence based clinical and technical knowledge in making decisions regarding patient assessment and care.
* Demonstrates a commitment to continuous professional development.
* Demonstrates a willingness to engage and develop IT skills relevant to the role.

**Planning and Managing Resources**  *For example:** Demonstrates evidence of effective planning and organising skills including the ability to effectively organise and manage a busy client / patient caseload.
* Demonstrates the ability to manage multiple tasks and meet deadlines.
* Demonstrates flexibility and adaptability in response to workforce demands.
* Demonstrates a patient focused approach to planning and delivery of services.

**Managing and Developing (Self and Others)***For example:** Demonstrates ability to lead by example and adapts leadership style to suit the demands of the situation and the people involved.
* Demonstrates the ability to work independently as well as part of a team, collaborates well with others.
* Demonstrates the ability to react constructively to setbacks and to both give direction / feedback, and take direction / feedback, from others.
* Demonstrates a commitment to continuous professional development and knowledge sharing.

**Commitment to providing a Quality Service***For example:** Demonstrates a commitment to and the ability to lead on the delivery of a high quality, person centred service.
* Demonstrates innovation in the provision of person-centred care and in overcoming resource limitations.
* Ensures that all service users are treated with dignity and respect and ensures that the welfare of the service user is a key consideration at all times.
* Works at an operational level to build alliances and learn how to best position service delivery to meet the needs of its service users.
* Is open to change and supports the implementation of change.

**Evaluating Information and Judging Situations** *For example:** Demonstrates the ability to evaluate information and make effective decisions in relation to service user care.
* Explains the rationale behind decisions confidently when faced with opposing or competing demands. Is objective but also aware of sensitivities in their approach.
* Regularly quantifies and evaluates activities against service plans and takes timely action to correct potential difficulties. Recognises how service constraints impact on service delivery.

**Communications and Interpersonal Skills***For example:** Displays effective communication skills (verbal and written).
* Tailors the communication method and the message to match the needs of the audience; demonstrates active listening skills.
* Demonstrates effective interpersonal skills including the ability to collaborate in partnership with others.
* Demonstrates sensitivity, diplomacy and tact when dealing with others; is patient and tolerant when dealing with conflict situations.
* Demonstrates strong negotiation skills; remains firm but flexible when putting forward a point of view.
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