

**Orthoptist, Senior**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Orthoptist, Senior**  (Grade Code: 3417) |
| **Campaign Reference** | To be completed by Recruiter. |
| **Closing Date** | To be completed by Recruiter. |
| **Proposed Interview Date (s)** | To be completed by Recruiter. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | Insert location  There is currently xx permanent / specified purpose / part time / whole-time vacancy available in xxxxxxxxxx  A panel may be formed as a result of this campaign for xxxxxxxxxxx from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Please provide name & contact details for person who will deal with informal enquiries. |
| **Details of Service** | Provide details to the following types of questions:   * What service does the unit provide? * What client group is served by the unit? * What are the possible future developments for the service? * What is the team structure? * What area is covered by this service?   There is no limit to the text that can be inserted here. Please use this section to highlight the service and generate interest in the service and job being recruited for |
| **Reporting Relationship** | Please outline reporting relationships associated with the post:   * To whom will the job holder report? * Who will report to the job holder?   *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 & Operations Manager. |
| **Key Working Relationships** | Provide a brief overview of the types of people that the job holder will typically engage with in the fulfilment of the duties and responsibilities of their role. This overview should provide the applicant with a sense for the key working relationships associated with the role. |
| **Purpose of the Post** | What is the overall high-level purpose of the job?  *For example:*  The Orthoptist, Senior will be working to provide an Orthoptic service and care for service users / patients. |
| **Principal Duties and Responsibilities** | *The Orthoptist, Senior will:*  **Clinical / Professional**   * Operate within the Scope of Practice of the British and Irish Orthoptic Society (BIOS) and Irish Association of Orthoptist’s (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 users 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 and participate in performance review. * 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.   **Health & 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, identify risks and take appropriate action. * 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.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Candidates must have at the latest date of application:**  **Please insert Eligibility Criteria for the post - see HSE website at:** [**http://hse.ie/eng/staff/Jobs/Eligibility\_Criteria/**](http://hse.ie/eng/staff/Jobs/Eligibility_Criteria/)  **Health**  A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.  **Character**  Each candidate for and any person holding the office must be of good character. |
| **Post specific Requirements** | **This section may be used to specify that candidates must demonstrate particular experience deemed necessary for safe and effective performance in the role**  **e.g.**   * **depth and breadth of experience in providing a service to marginalised communities** * **depth and breadth of experience of working in a High Dependency Unit in an Acute setting** * **depth and breadth of experience of delivering concurrent, multiple projects.**   **Post Specific Requirements are not additional qualifications. It is not possible to include other qualifications in this section, without engaging in having those qualifications recognised as an essential part of the role. Essential requirements form part of the Eligibility Criteria. Eligibility Criteria must be agreed with National HR and are applied to all roles at this grade, not a job in a particular site or service.** |
| **Other requirements specific to the post** | **Please outline if there are specific practical requirements that are specific to the post**  **e.g.**   * **have access to appropriate transport to fulfil the requirements of the role** * **participate in an on-call rota** |
| **Skills, competencies and/or knowledge** | **Clinical & 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 & 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. | |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.  Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.  Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).  The CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.  The CPSA Code of Practice can be accessed via <https://www.cpsa.ie/>. |
| The reform programme outlined for the Health Services may impact on this role and as structures change the Job Specification may be reviewed.  This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. | |

**Orthoptist, Senior**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is **permanent/temporary** and **whole time/part-time.**  The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration** | The Salary scale for the post is: **PLEASE INSERT (Pro Rata - part-time)**  **PLEASE INSERT the most recent salary scales for the role and grade code.**  New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage.  **Please include the following paragraph for posts that traditionally worked 9-5, Monday to Friday. Do not include for nursing and other posts that are required to work shifts over a 7-day week.**  HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th, 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **Annual Leave** | The annual leave associated with the post will be confirmed at contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  ***\* Public Servants not affected by this legislation:***  Public servants joining the public service, or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Infection Control** | Have a working knowledge of 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. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).  Key responsibilities include:   * Developing a SSSS for the department/service[[1]](#footnote-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2). * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |

**\*\*\*\*\*\*\*Helpful Reminders\*\*\*\*\*\*\***

**1) Please remember to delete any prompts and / or tables (in dark blue) in the sections above**

**2) Ensure all fonts are now in black**

1. A template SSSS and guidelines are available on the National Health and Safety Function, here: <https://www.hse.ie/eng/staff/safetywellbeing/about%20us/>

   2 See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)