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| **Job Specification; Sample Content****Orthoptist Staff Grade (3409)** |
| **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 to the Senior Orthoptist. |
| **Purpose of the Post**  | ***For Example:*** The Orthoptist, Staff Grade, will be working to provide an Orthoptic service and care for service users / patients. |
| **Principal Duties and Responsibilities** | ***For Example:*** *The Orthoptist, Staff Grade 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.
* Undertake Orthoptic assessment of appropriate cases referred to the Ophthalmologists / eye clinic, selecting appropriate tests and applying a high level of clinical judgement to the findings.
* Test visual fields in patients using both the Humphrey and Goldmann visual field machines.
* Independently and in conjunction with the Community Ophthalmic Physician and / or Consultant Ophthalmologist, reach a diagnosis of eye movement disorders.
* Formulate treatment plans for child and / or adult patients, taking full account of the clinical findings and using a wide range of treatment skills. Where requested by the Community Ophthalmic Physician and / or Consultant Ophthalmologist, take responsibility for formulating and initiating treatment plans, including taking decisions on the therapy regimes for children and / or adults.
* Undertake pre-operative and post-operative measurements of eye movement disorders and discuss surgical options with the consultant. Identify post-operative risks, and discuss this with the patients (parents / carers). [**Delete or include this bullet where relevant**]
* Undertake Ophthalmic Imaging, (including OCT, FFA, HRT, Orbscan) when appropriate and advised to do so by the Community Ophthalmic Physician and / or Consultant Ophthalmologist.
* Undertake assessment of Diabetic Retinopathy patients using OCT, FFA etc. [**Delete or include this bullet where relevant**]
* Undertake pre-assessment of cataract patients using A scan biometry. [**Delete or include this bullet where relevant**]
* Undertake monitoring of ARMD patients. [**Delete or include this bullet where relevant**]
* Work autonomously and with individual Ophthalmic Physicians / Consultants to diagnose and treat patients with Strabismus and Amblyopia.
* Work collaboratively with other disciplines and professions.
* Be fully responsible for case note recording to a high detailed legible standard.

**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. as agreed with the agreed with the Senior Orthoptist.
* Engage in support / supervision with the Senior Orthoptist.
* Participate in the clinical tuition of Optometry, Orthoptic, medical and nursing students, participate in the practice education of student Orthoptists.
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.

**Health and Safety*** Comply with and contribute to the development of policies and procedures and safe professional practice and adhere to relevant legislation, regulations and standards.
* Work in a safe manner with due care and attention to the safety of self and others.
* Implement agreed policies, procedures and safe professional practice by adhering to relevant legislation, regulations and standards.
* 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.
* Undertake any reasonable professional and administrative duties agreed with the Senior Orthoptist.
* 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***Professional Knowledge***For example:** Demonstrates sufficient clinical and professional knowledge and practice to carry out the duties and responsibilities of the role.
* Demonstrates knowledge of clinical advancements in the field and evidence of a commitment to continued professional development.
* Demonstrates evidence of computer skills including Microsoft Office and Outlook. A willingness to develop Information Technology skills relevant to the role.

**Planning and Organising***For example:** Demonstrates effective planning and organising skills including awareness of resource management and the importance of value for money.
* Manages multiple tasks and adjusts priorities in response to changing circumstances.
* Demonstrates awareness of potential problems and flexibility in prioritising to maintain service standards.
* Accepts responsibility for own work; demonstrates good time management skills and meets deadlines in a busy working environment.

**Team Player***For example:** Demonstrates the ability to work independently as well as part of a multidisciplinary team.
* Seeks to establish co-operative working relationships with colleagues in other areas.
* Promotes and participates in a culture of involvement and consultation.
* Demonstrates the ability to react constructively to setbacks, is able to maintain professionalism and manage situations where conflict arises.

**Commitment to providing a Quality Service.***For example:** Demonstrates a focus on quality and the provision of a quality service.
* Demonstrates a commitment to assuring high standards and striving for a user centred service in line with best practice and professional standards.
* Demonstrates evidence of assertiveness with an emphasis on being an advocate for patients.
* Demonstrate initiative, flexibility and openness to change.

**Evaluating Information and Judging Situations***For example:** Demonstrates the ability to make accurate, evidenced based and timely decisions in relation to clinical decision-making and the management of patients.
* Gathers information from a number of reliable sources and people to enable well-founded decisions.
* Demonstrates the ability to think ahead to the consequences of decisions and considers precedence to ensure consistency.
* Establishes integrity by ensuring that the professional, ethical and safety factors are fully considered in decisions into which they have input.

**Communication and Interpersonal Skills***For example:** Displays effective communication and interpersonal skills including the ability to build and maintain relationships and be an effective multi-disciplinary team member.
* Presents information in a clear and concise manner.
* Demonstrates a willingness to share knowledge and / or new ideas with staff and colleagues and provides instruction, guidance and support to staff, patients, family and carers.
* Demonstrates evidence of the ability to empathise with and treat patients, relatives and colleagues with dignity and respect.
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