

POSITION DESCRIPTION

POSITION DETAILS

Title:	Orthoptist	Department:	Ophthalmology
Reports to:	Charge Nurse	Location:	Greenlane Clinical Centre, Auckland
Date:	December 2015		

JOB PURPOSE

- To provide assessment, diagnosis, management and treatment of patients presenting with ocular motility deficit.
- To act as a source of expertise on the management of ocular motility disorders to patients. Other healthcare professionals, GP's and consultants.
- Educate and train other health care professionals, junior doctors and other senior medical staff.

SPECIFIC CLINICAL DUTIES AND RESPONSIBILITIES

- Assess and diagnose paediatric and adult new and old patients. Develop and manage a specialised programme of care appropriate to the needs of the individual patient.
- Assess orthoptic patients pre-operatively and post-operatively, undertaking measurements of ocular motility defects.
- Make an appropriate clinical judgement concerning the timing of patient discharge. Issue patients with a written discharge summary for their community optometrist and send discharge letter to patients' GP.
- Part of the post may include carrying out visual field testing using a Humphrey Field Analyser and Keratometry and A scan assessments (biometry) on patients requiring cataract surgery, as indicated.

EDUCATION AND RESEARCH

- Participate in continuing professional development in order to maintain and develop further medical and clinical skills and knowledge. Disseminate new information to ophthalmology colleagues following attendance at courses and conferences.
- Participate in the on-going orthoptic training programme of specialist clinical skills for pre-registration graduate optometrists. Assist in the delivery of training to junior doctors, GP's, Plunket Nurses and other healthcare professionals by demonstrating specialist orthoptic skills and teaching orthoptic theory.
- Be actively involved in the process of clinical audit within the department.

- To actively participate in journal clubs and be prepared to take the lead in choosing topics for clinical discussions.

ORGANISATIONAL

- To be involved in the day to day running of the orthoptic service, including, general telephone enquiries and other administrative duties.
- To collate clinical statistics , keeping a record of attendance and non attendance rates.
- To attend on a bi-monthly basis the Ophthalmology Quality Meeting.
- To maintain and update a clinical database of patients that have undergone previous treatment with the Ophthalmology Department.

COMMUNICATION

- Instruct and negotiate the implementation of an appropriate course of treatment with patients and parents to ensure compliance. Overcome any barriers to understanding using interpreters where indicated. Monitor the effectiveness of such treatment.
- Liaise with medical staff and optometrists within the Eye Unit, as appropriate, concerning patients' package of ongoing care.

WORKING FOR ADHB – EXPECTATIONS OF EMPLOYEES

CITIZENSHIP

All employees are expected to contribute to the innovation and improvement of Auckland District Health Board as an organisation. This means:

- Using resources responsibly
- Models ADHB values in all interactions
- Maintaining standards of ethical behaviour and practice
- Meeting ADHB's performance standards
- Participating in organisation development and performance improvement initiatives
- Helping to develop and maintain Maori capability in ADHB, including developing our understanding of the Treaty of Waitangi and ways in which it applies in our work
- Raising and addressing issues of concern promptly

THE EMPLOYER AND EMPLOYEE RELATIONSHIP

We have a shared responsibility for maintaining good employer/employee relationships. This means:

- Acting to ensure a safe and healthy working environment at all times
- Focusing our best efforts on achieving ADHB's objectives

A performance agreement will be reached between the employee and their direct manager and/or professional leader containing specific expectations.

CONSUMER/CUSTOMER/STAKEHOLDER COMMITMENT

All employees are responsible for striving to continuously improve service quality and performance. This means:

- Taking the initiative to meet the needs of the consumer/customer/stakeholder
- Addressing our obligations under the Treaty of Waitangi
- Involving the consumer/customer/stakeholder in defining expectations around the nature of the services to be delivered and the timeframe
- Keeping the consumer/stakeholder informed of progress
- Following through on actions and queries
- Following up with the consumer/customer/stakeholder on their satisfaction with the services

PROFESSIONAL DEVELOPMENT

As the business of ADHB develops, the responsibilities and functions of positions may change. All staff are expected to contribute and adapt to change by:

- Undertaking professional development
- Applying skills to a number of long and short term projects across different parts of the organisation

Undertaking such development opportunities as ADHB may reasonably require