

JOB DESCRIPTION

Job No: **1711**

Job Details

Job Holder:

Job title: **Orthotist**

Hours: 37.5

Band : 6

Reports to: Orthotic Team Leader

Accountability to: Orthotic Operational Manager

Line Manager: Orthotic Team Leader / Senior Orthotist

Division: Diagnostics and Rehabilitation Division

Department: Orthotic Services

Location: Kings Mill Hospital

1. Job Purpose

To provide the necessary high level of skills, clinical expertise, leadership, education, training and development to ensure the provision of high quality, skilled Orthotic clinical care to the orthotic service across two hospital sites and a special school.

The overriding purpose is to support the provision of the highest quality patient care through personal actions and continuous improvement

2. Role of the Department

Provision of high quality, effective physiotherapy, occupational therapy and orthotic interventions for inpatients and outpatients, to facilitate health gain and to maximise their functional ability.

Training and education of orthotic, physiotherapy, occupational therapy, medical, nursing and other professional staff/students as required.

3. Organisational Chart – see attached

4. Key Result Areas

4.1 Plans and implements highly specialised orthotic intervention which promotes and responds to the patients' needs, at the same time supporting people's equality, diversity and rights.

- To take a lead role in the assessment, treatment, and supply of the orthotic service.
- To be autonomous in clinical decision making in the orthotic management of patients.
- Be competent in providing a clinical diagnosis and an orthotic prescription derived from a medical diagnosis and the understanding of indications/ contra-indications of possible orthoses.
- Be familiar with all core areas of Orthotic care in terms of clinical assessment, risk assessment, prescription, measurement, cast, fit, adjustment, maintain, and reviewing as necessary. To research & discuss specialist orthotic areas without supervision.
- To supply and fit orthoses to the patient and provide an individual approach when giving clear instructions on use, wear, reviews, and possible problems.
- To provide unsupervised clinical orthotic expertise for all out-patient and external orthotic service sessions.
- To provide clinical orthotic expertise for specialist care including in-patients nursing homes, a special school and domiciliary visits.
- To demonstrate and apply biomechanical and anatomical knowledge in relation to the effects an orthosis will have on a clinical condition.
- In accordance with standards and contracts, arrange the supply/ manufacture of orthoses, by the most appropriate manufacturer/ supplier in terms of quality, delivery, and cost effectiveness.
- To inspect orthoses for fitting, to carry out trial fitting, and advise manufacturers on any adaptation/ modification.
- To align the orthosis statically and dynamically before and during fitting based on biomechanical principles.
- To determine unsupervised clinical diagnosis and develop effective treatment plans based on the patient's individual clinical need, and act upon them.
- To keep abreast of new procedures, developments in orthotic practice, and manufacturing techniques.

4.2 To provide all necessary paperwork, Orthosis specifications, orders and written patient case notes as required and ensure that they are appropriate, effective and relevant as written communication. Guides other team members to do likewise.

4.3 Develops and maintains excellent, purposeful verbal and written communication and liaises with consultant medical staff, colleagues, and all members of relevant multi

professional teams, enhancing the quality of highly complex patient care and promoting the effective use of resources.

- 4.4** Delegate treatment or procedures to limited orthotic practitioners/ or administrative staff while taking responsibility for their actions and being satisfied that they are competent to carry out these tasks.
- 4.5** Influences service development, both within the orthotic service and the multidisciplinary team
- 4.6** Ensures personal development and continues to develop specialist skills through attendance at relevant postgraduate training sessions and close liaison with colleagues and medical/MDT staff. Subsequently reflects and acts on the learning acquired, To be actively involved in all aspects of continued professional development and in-service training including research, papers, case studies, reflective practice, study days, and peer review. To review and reflect clinical and personal performance
- 4.7** Works in conjunction with the clinical specialist to develop and train others, promotes clinical excellence; ensures their continued development while undertaking supervision of team members as appropriate, resolving problems and issues as they arise. Contributes to Multidisciplinary Team training programmes to inform, educate and influence other colleagues. To be involved in the education programmes of other health professionals including students, nurses, doctors, professions allied to medicine.
- 4.8** Provides appraisal and clinical supervision for qualified/unqualified staff and students to ensure appropriate levels of support, guidance and leadership. Provides supervision for orthotic students and students of other disciplines as required.
- 4.9** Promotes the development and implementation of new evidence-based clinical practices and procedures alongside the clinical specialist, through team development of guidelines and protocols ensuring the continued development of high quality patient care. To keep abreast of new procedures, developments in orthotic practice, and manufacturing techniques
- 4.10** Influences practice through association and close liaison with other health professionals.
- 4.11** Audits the effectiveness and quality of service provided, and ensures the outcomes influence change in practice. Take an active role in meeting the requirements of Clinical Governance, Clinical Audit, research and development.
- 4.12** Ensures the timely submission of required statistical information which accurately reflects the activity of the team.
- 4.13** Promotes good health and safety practices
- 4.14** Any Other Duties Statement

To undertake any other duties which may be reasonably regarded as within the nature of the duties, responsibilities and grade of the post as defined, subject to the proviso that appropriate training is given and that wherever possible significant changes of a permanent nature shall be mutually agreed and incorporated into the job description in

specific terms and the post re-evaluated if the change is likely to result in a job evaluation score change

5. Physical and Mental Skills

Budgetary Knowledge

The post holder is encouraged to understand and reflect on the implications of financial resources, and information concerning professional and clinical activity in order to be informed in service development discussion and planning.

Interpersonal Skills

A high degree of ability is essential to interact with all personnel encountered on the patient care pathway. On a daily basis there is the prerequisite to listen, explain, negotiate, understand and develop strategies of care when some complex patient cases have to be interpreted into manageable solutions. This highly skilled post holder is able to manage and work through highly charged sensitive situations where patient's natural fears can dominate their thinking because of their change in circumstances that lead to their sense of disempowerment. Able to communicate with patients with complex communication problems e.g. impairment or loss of speech, cognitive impairment and behavioural problems concurrent with other conditions.

Communication Skills

To provide clinical expertise and communication to Consultant Medical Staff, General Practitioners, other Allied Health Professionals and Students.

To provide accurate documented/ diagrammatical/ technical/ cast information to the most appropriate manufacturer to initiate the supply of an orthosis

To provide timely and complete information to the departmental administrative staff to enable the administrative duties to be carried out effectively.

To develop a rapport with the patient, and their family/carers as necessary. To discuss the reasons for prescriptions/actions and options available, providing advice/counselling as necessary.

To communicate effectively and convey complex information to and obtain informed consent from patients who may have learning difficulties, challenging behaviour, language barriers, non-verbal patients, and children.

Teaching Skills

Expertise and experience in this field are communicated effectively by means of informal and formal teaching methods. This includes the media of CPD support, influencing and contributing to in-service training, both within Therapy Services; and the MDT teams and in conjunction with neighbouring services and trusts.

Time Management

The post holder manages time and team workload, is able to prioritise in accordance with variable daily volume and complexity of work for self and team. This is done within the demands on time and staff present, the expertise available and the outcomes that need to be met. The ability to manage time effectively linked with the ability to predict and assess situations on a daily basis facilitates the adoption of optimum strategies, which effect good practice.

Experience

Leadership, and the ability to resolve conflict, are all factors that this post holder has which effectively influence team support. High level of specialist skills of judgement, clinical reasoning, critical thinking, reflection and analysis are essential in the complex assessment and subsequent formulation of effective plans around patient care. Able to understand a range of work procedures and practices, and their appropriate interpretation in the workplace.

Physical Skill

The post holder is proficient in the ability to manually manoeuvre patients with potentially severe physical, cognitive and behavioural impairment therapeutically using assisted techniques and/or equipment when and where appropriate, including situations on the wards, department or at the patients home.

6. Responsibilities of the Post Holder

- 6.1** The post holder undertakes skilled and specialised patient assessments, treatments and advises patients, carers and other professionals in the area of orthotics.
- 6.2** Undertakes diagnostic procedures and interprets findings in order to be able to plan appropriate treatment.
- 6.3** The post holder is actively involved in clinical governance and quality
- 6.4** The post holder acts as a resource person with specialist knowledge, skills and experience in orthotic management and provides necessary advice to colleagues and other professionals.
- 6.5** The post holder is involved in pre and post registration teaching at a local level within the scope of practice and contributes to the delivery of in-service training for colleagues and other professionals.
- 6.6** The post holder maintains and promotes quality improvements according to the needs of the service and new government guidelines and recommendations.
- 6.7** The post holder follows the departmental and trust policies, and is committed to evidence-based practice and contributes to research projects and discussion on service and/or policy development and influences any proposals.

- 6.8 The post holder has a personal duty of care and a responsibility for specialised equipment and/or materials when used by self in treatment, and is responsible for guiding other team members to do likewise
- 6.9 Maintains own case records, contributes to ward-based notes, writes reports as and when appropriate to GP's consultants and others
- 6.10 The post holder records and collates own activity statistics and contributes to any further data collection required by the service.
- 6.11 Participates in recruitment of team members and leads induction of new staff and students.
- 6.13 To maintain mandatory trust training including; moving & handling, fire safety, paediatric life support, and adult life support in order to comply with the at work act (1974), COSHH regulations (1989), and manual handling regulations (1992).
- 6.14 Infection Control Statement

All employees have an individual responsibility to have a knowledge of and employ the basic principles of infection control practice and to ensure adherence to the requirements in the Infection Control Manual.

7 Freedom to Act

- 7.1 The post holder is accountable for own professional practice and works within the established professional framework, which includes protocols, agreed procedures and code of conduct of the professional body, BAPO. and codes of conduct as laid down by the Health Professions Council.
 - 7.2 Works without supervision to achieve agreed service goals and objectives but is able to seek guidance from senior staff and external sources.
 - 7.3 The post holder has a good understanding of Health Service policy and locally agreed Trust strategy.
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8 Physical, Mental and Emotional Effort Required

- 8.1 The post holder is required to exert moderate to extreme physical effort frequently for several short or long periods during the working day while positioning patients
- 8.3 The post holder is mentally involved in analysis and clinical reasoning during all patient assessments and treatment, which is the main element of work. Outside the normal predictable work pattern there are some competing demands that require the orthotist's attention.
- 8.4 The post holder is required to frequently manage patients who often have distressing, emotional circumstances and support more junior staff in dealing with these patients.

- 8.5** Work alone in the clinical environment, including the Domiciliary settings, assessing and managing risk.
- 8.6** To be autonomous in clinical decision making in the orthotic management of patients.
- 8.7** To assist the patient (walking or in a wheelchair) in toileting when necessary.
- 8.8** To deal sensitively with all patients who have high levels of anxiety, frustration, and aggression.
- 8.9** To have speed & precision when using scalpels to remove casts, especially when involving young children.
- 8.10** To drive to and from satellite clinics/ Domiciliary visits, moving equipment & orthoses; including heavy tools, catalogues, and plaster bandages.
- 8.11** Be skilled in the use of electrical hand tools to modify orthoses on a daily basis. To use department computers & software to ascertain previous order history, update records, and for continued professional development.
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9 Outline of Working Conditions

- 9.1** The nature of inpatient and outpatient orthotic work requires the post holder to be in an environment where daily exposure to biological substances and offensive odours are routine – these could include Saliva/Sputum, urine/incontinence, faeces, wound exudates, ulceration, poor hygiene / dirty, sweaty feet
- 9.2** The volatile nature of patient's emotions, cognitive impairment and behavioural problems at times leads to verbal aggression and abuse.
- 9.3** The post holder will frequently make use of a VDU.
- 9.4** To assess and respond to risks encountered within the clinical environment protecting him/herself and the patients/ carers from hazards.
- 9.5** To bend, crawl, or kneel on the floor when assessing & supplying almost all patients.
- 9.6** The inpatient caseload cannot be planned therefore the post holder is subject to unpredictable levels of inpatient work.
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Job Description Agreement

Job Holder's Signature Date

Line Manager's Signature Date

Sherwood Forest Hospitals NHS Trust

Person Specification

Post of: Band 6 - Orthotist

Attribute	Essential	Weighting	Desirable	Weighting
Skills and knowledge requirements	<ul style="list-style-type: none"> • Knowledge in all core areas of orthotics including specialist intervention • Communicate written & oral information in a clear and logical manner • Deliver undergraduate student supervision and clinical education to graduate standard • Good communication and listening skills with an understanding of the needs of people with disabilities and their carers. • Competent IT skills • To be flexible, empathic and reliable • Ability to organise, problem solve, prioritise and delegate • Ability to keep accurate and legible patient notes. • Ability to organise, prioritise and delegate • Ability to keep accurate and legible patient notes. 		<ul style="list-style-type: none"> • Able to demonstrate expert knowledge of gait analysis. • Supervisory skills 	
Qualifications- Academic/ Craft/ Professional	<ul style="list-style-type: none"> • BSc (Hons) Degree in Prosthetics & Orthotics or equivalent qualification • Current state registration with the HCPC • CPD Portfolio showing evidence of reflective practice, relevant experience, and additional training. 		<ul style="list-style-type: none"> • Member of the British Association of Prosthetists and Orthotists 	
Further Training	<ul style="list-style-type: none"> • Relevant post graduate 'masters module' level external clinical / technical courses • Remain updated with professional practice and new research 			
Experience	<ul style="list-style-type: none"> • Experience at Band 5 Orthotist level with a range of experience in orthotics 		<ul style="list-style-type: none"> • Involvement in audit, research and understanding quality issues. • Experience of working as part of a multidisciplinary team 	
Contractual Requirements	<ul style="list-style-type: none"> • Full UK driving licence • Access to own transport 			

THERAPY SERVICES KSF OUTLINE

Title of Post BAND 6 - Orthotist

NHS KSF DIMENSIONS	Needed for post?	Level for post				Notes
		1	2	3	4	
CORE DIMENSIONS						
1 Communication	Y			X		All indicators level 3 by first gateway
2 Personal and people development	Y			X		All indicators level 3 by first gateway
3 Health, safety and security	Y		X			All indicators level 2 by first gateway
4 Service improvement	Y		X			All indicators level 2 by first gateway
5 Quality	Y		X	X		All indicators level 2 by first gateway
6 Equality and diversity	Y		X			All indicators level 2 by first gateway
SPECIFIC DIMENSIONS						
HEALTH AND WELLBEING						
HWB1 Promotion of health and wellbeing and prevention of adverse effects to health and wellbeing						
HWB2 Assessment and care planning to meet people's health and wellbeing needs						
HWB3 Protection of health and wellbeing						
HWB4 Enablement to address health and wellbeing needs						
HWB5 Provision of care to meet health and wellbeing needs						
HWB6 Assessment and treatment planning	Y			X	X	All indicators level 4 by first gateway
HWB7 Interventions and treatments	Y			X	X	All indicators level 4 by first gateway
HWB8 Biomedical investigation and intervention						
HWB9 Equipment and devices to meet health and wellbeing needs	y			X	X	All indicators level 4 by first gateway
HWB10 Products to meet health and wellbeing needs						

NHS KSF DIMENSIONS	Needed for post?	Level for post				Notes
		1	2	3	4	
ESTATES AND FACILITIES						
EF1 Systems, vehicles and equipment						
EF2 Environments and buildings						
EF3 Transport and logistics						
INFORMATION AND KNOWLEDGE						
IK1 Information processing	Y	X				All indicators level 1 by first gateway
IK2 Information collection and analysis						
IK3 Knowledge and information resources						
GENERAL						
G1 Learning and development	Y		X			All indicators level 2 by first gateway
G2 Development and innovation						
G3 Procurement and commissioning						
G4 Financial Management						
G5 Services and project management						
G6 People management	Y	X	X			All indicators level 2 by second gateway
G7 Capacity and capability						
G8 Public relations and marketing						
CLINICAL/RECHNICAL						