

POSITION DESCRIPTION

February 2025

This Position Description is a guide and will vary from time to time and between services and/or units to meet changing service needs

Health New Zealand Canterbury is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

POSITION TITLE:

ORTHOPTIST

REPORTS TO (Title):

Allied Health Team Leader, Ophthalmology Department

Vision of Canterbury Eye Service

“Keeping Canterbury In Sight”

PRINCIPAL OBJECTIVES

- The principle objective is to provide an Orthoptic Service to the people of Canterbury and beyond at the Ophthalmology Department, Christchurch Hospital

FUNCTIONAL RELATIONSHIPS:

INTERNALLY:

Clinical Director, Ophthalmology Department staff, Service Manager and other Canterbury District Health Board Department Staff

EXTERNALLY:

GP's, patients, their families or carers, referral sources and medical equipment suppliers

KEY TASKS AND EXPECTED RESULTS	
Task	<i>Provide Orthoptic assessment and Orthoptic management of patients as an independent Allied Health Practitioner</i>
Expected Result	<p>Patients receive timely and appropriate Orthoptic investigation, diagnosis and management inclusive of:</p> <ul style="list-style-type: none"> • Visual acuity, refractive error, amblyopia, strabismus, ocular motility, binocular vision, therapeutic Orthoptic exercises and fitting of Fresnel prisms
Task	<i>Provide Orthoptic and Ophthalmic Technical assessment and Orthoptic management of patients in conjunction with Ophthalmology Department medical staff</i>
Expected Result	<p>Patients receive timely and appropriate Orthoptic and Ophthalmic investigation, diagnosis and management inclusive of:</p> <ul style="list-style-type: none"> ♦ Visual acuity, refractive error, amblyopia, strabismus, ocular motility, binocular vision. ♦ Using a variety of ophthalmic technical equipment including automated and manual perimetry (Humphrey and Goldmann visual fields), corneal topography, keratometry, biometry, optical coherence tomography (OCT), intraocular pressure, pachimetry, blood pressure, fundal and anterior segment photography. ♦ There is an opportunity to be involved with electrophysiology with appropriate training ♦ In the future there may be some need to participate in offsite clinics.
Task	<i>The Orthoptist shall undertake multi-media documentation of Ophthalmology Department patients</i>
Expected Result	<ul style="list-style-type: none"> • Multi-media documentation is undertaken and stored in electronic paperlite patient notes, teaching library slide / photo/ video collection as appropriate.
Task	<i>The Orthoptist shall provide Technical / Clinical teaching in their speciality area as appropriate.</i>
Expected Result	<ul style="list-style-type: none"> • As a Technical / Clinical Educator provide training to an appropriate standard, and support to other staff in the department undertaking diagnostic testing, such as visual acuity, visual fields, OCTs, biometry, and other tasks listed above. • Undergraduate medical students shall receive paediatric ophthalmology instruction as part of their 5th year neuro-sensory rotation. • Ophthalmology Department post-graduate vocational trainees shall receive case based Orthoptic assessment procedure instruction. • Give an annual clinical presentation to the departmental teaching meetings. • Help develop Policies and Procedures to ensure consistency of assessment and treatment. • Help organise and run mock examinations for registrars.
Task	<i>The Orthoptist shall participate in relevant research projects and audits undertaken in the Ophthalmology Department</i>

Expected Result	<ul style="list-style-type: none"> • Orthoptic input to relevant research activities and audits, which gain the department recognition as a centre of excellence.
Task	<i>The Orthoptist shall maintain and develop their level of skill and effectiveness in the relevant professional areas</i>
Expected Result	<ul style="list-style-type: none"> • The Team Leader shall be made aware of any requirement for training, which is relevant to the position. • The Orthoptist shall attend relevant professional courses and programs as supported by the Ophthalmology Department. • The Orthoptist shall be a member of the Orthoptic Society of New Zealand. (NZOSI)
Task	STAFF PERFORMANCE
Expected Result	<ul style="list-style-type: none"> • The Orthoptist is required to participate in an annual performance appraisal process.

HEALTH AND SAFETY:

Implement or lead and implement emergency procedures and maintain a safe and secure work environment by following relevant Canterbury DHB and Divisional policies, protocols and standards. This includes but is not limited to:

- Practice safe work habits and ensure the health and safety of yourself and others
- Make unsafe work situations safe or, inform a supervisor or manager
- Is knowledgeable about hazards in the work area and the procedures in place to identify and control hazards
- Use Personal Protective Equipment correctly and when required
- Report hazards, incidents, accidents, and near misses promptly and accurately
- Seek advice from manager is unsure of work practices
- Complete mandatory training as required
- Is knowledgeable of emergency procedures and evacuation plans
- Assists in maintenance of equipment as required, and reports faulty equipment promptly
- Actively practice clinical standard precautions

QUALITY:

Every staff member within CDHB is responsible for ensuring a quality service is provided in there area of expertise. All staff are to be involved in quality activities and should identify areas of improvement. All staff are to be familiar with and apply the appropriate organisational and divisional policies and procedures.

Qualifications & Experience

Essential:

- Qualified to the equivalent of Master of Orthoptics, or a Bachelor Applied Science (Orthoptics)
- Computer literate

- To work quickly and efficiently under pressure

Desirable:

- To have work experience as an Orthoptist, including ophthalmic assisting
- To have worked previously in a hospital setting
- We also encourage recent graduates to apply

Personal Attributes

- Maturity and ability to maintain confidentiality
- Genuine empathy with the general public
- Commitment to providing a quality service to a multinational community
- Excellent time management skills
- Excellent communication skills
- Ability to work within a team
- Commitment to constantly improve and upgrade personal knowledge and skill base

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by staff in this job classification. Staff members may be requested to perform job related tasks other than those specified.