

Job Class Profile: **Orthoptist**

Pay Level: **CG-40** **Point Band:** **916-949**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	7	6	3	6	6	5	5	2	3	
Points	327	100	19	29	180	108	103	43	32	941

JOB SUMMARY

The Orthoptist is responsible for providing orthoptic services through the examination, assessment and treatment of patients with anomalies of binocular single vision and ocular disorders under the supervision of an Ophthalmologist. Work is also performed at out-reach clinics.

Key and Periodic Activities

- Examines patients, particularly children, with anomalies of binocular single vision and ocular disorders. Measures visual acuity, eye deviations, ocular motility, stereoacuity, color vision, intraocular pressure, automated refractive errors and performs other procedures. Writes reports giving diagnosis, impressions and recommendations for treatment or other testing in a timely manner to Ophthalmologist.
- Treats children with amblyopia and strabismus, with patching and /or eye exercises, by giving instructions, information and management plans to patients and parents. Fits patient's glasses with bangerter foils or Fresnel lens for treatment of amblyopia or strabismus, respectively.
- Administers eye drops to children for diagnostic and examination purposes. Records patient's refractive error using and automatic refractor machine, once the pupils have been dilated.
- Provides triages screening of incoming referrals, using knowledge of eye disease and vision problems or related diseases, to determine the urgency of patient examination and priority on waiting list and to determine which professional the patient needs to see (i.e. Orthoptist, Ophthalmologist or other).
- Evaluates and examines adults with ocular motor dysfunction and fits glasses with Fresnel lens as needed. Writes formal reports with diagnosis and recommendations for referring Ophthalmologist.
- Teaches medical residents, clinical clerks, medical students, ophthalmic personnel and ophthalmic assistants, including delivering lectures to medical students on aspects of Ophthalmology, and on methods and procedures of clinical examination of patients.
- Replies to correspondence and enquiries regarding referrals and patient care from family physicians, nurses, optometrists and parents.
- Provides statistical returns on patient activities.
- Supervises new Orthoptist during probationary period.
- Attends conferences and meetings/workshops to attain mandatory continuing credits for Orthoptic re-certification.

SKILL

Knowledge
<p>General and Specific Knowledge:</p> <ul style="list-style-type: none"> — Specialized clinical knowledge. <p>Formal Education and/or Certification(s):</p> <ul style="list-style-type: none"> — Minimum: 4 Year Undergraduate Science Degree supplemented by a 2 year training program in Orthoptics and Certification (OC) by successful completion of the Certification exam of the Canadian Orthoptic Council. <p>Years of Experience:</p> <ul style="list-style-type: none"> — Minimum: 3 to 4 years of experience.
Interpersonal Skills
<ul style="list-style-type: none"> — A range of interpersonal skills are used to listen and gather information from patients, ask questions to patients or other employees, provide information and direction to patients, provide care and nurturing to patients and parents, instruct/teach/train students or interns. May also be required to make internal and/or external formal presentations, gain the co-operation of others, and provide expert advice and/or counselling and deal with upset or angry people from time-to-time. — Communications occur with clients/patients, employees in the immediate work area, department and organization. Interactions also occur with students, supervisors and/or managers, sales representative, suppliers/contractors, and professional associations. — Most significant contacts are patients/parents during examinations and discussion of findings and treatment management plans; Ophthalmologist to receive directives in order to support clinical duties; and departmental clerk to ensure appointments are booked correctly and provide to advisory role to solve problems.

EFFORT

Physical Effort
<ul style="list-style-type: none"> — Work demands may result in fatigue, requiring periods of rest. — Occasionally required to stand for extended periods when delivering presentations. — There is occasional lifting of items 10-25 lbs. — Work requires regularly sitting, standing and moving around several times during examinations. — Physical effort may include regular fine finger/precision work and operating hand tools and equipment for measuring and assessment requiring control and steadiness, eye/hand co-ordination and awkward body positioning.
Concentration
<ul style="list-style-type: none"> — Visual concentration is required while examining patients, measuring strabismus and evaluating ocular motility and other eye movement and responses and when documenting work and using the computer. Often non-verbal behaviour has to be observed/noted. — Auditory concentration is required as there is a need to understand, obtain and interpret information correctly from patients and other interdisciplinary team members. This is especially more intense when dealing with very young patients.

- **Repetition requiring alertness** is present when repeating eye tests routinely done on most patients and to be alert to indicators of serious eye problems.
- **Higher than normal levels of attentiveness or alertness is required for the health and safety of patients** when instilling eye drops in uncooperative or upset children and when examining eyes closely with sensitive equipment so as not to accidentally poke or scratch the eyes.
- May often have to deal with **time pressures, deadlines and interruptions** as clinics are often overbooked and many patients are waiting for extended periods. **Interruptions** occur as children are upset, parents enter and leave the examining area, and new referrals are received for triage.
- **Lack of control over the work pace** is normal as there are referrals, clinic overbookings, in-patient consultations, and dealing with challenging patients especially children with behavioural issues etc.
- **Eye/hand co-ordination** is required to use hand held devices to measure ocular motility and use high resolution cameras to get clear clinical pictures of eye conditions.
- It is critical to have **exact results and precision** while taking measurements of patient's strabismus, ocular motility, other indicators and conditions as the results will impact the diagnosis and decisions regarding treatment plans and/or surgery.

Complexity

- Tasks range from repetitive and well defined to some different and unrelated, however allow for the use of similar skills and knowledge. Most challenges/problems can be addressed by following specific procedures and/or guidelines.
- Work involves providing triage screening of incoming referrals, using knowledge of eye disease and vision problems or related diseases to determine the urgency of patient examination and priority on waiting list for consultation.
- Most typical challenges relate to dealing with physician's request to get patient appointments, answering enquiries from patients, parents, and other health care professionals to free up the ophthalmologist for complicated cases and issues and dealing with children who may be non-compliant during examination and with treatment plan.
- Typically, colleagues, professional journals and medical books are available for guidance and consultation. There are also organization and/or department policies in place to help guide practices.

RESPONSIBILITY

Accountability and Decision-Making

- Work tends to be performed with considerable independence, such as examining and treating patient eye disorders, and determining appropriate treatments or referrals.
- Requires approval for tasks such as purchases over \$500.00 and travel and changing scope of work.
- Able to consult with peers but are ultimately accountable for assessment results and recommendations.

Impact

- Work generally has impact within the immediate work area, department, outside the organization, and directly on patients.
- Work can either negatively or positively affect results/service being delivered regarding eye disorders and patient well-being.
- Resources impacted include processes and systems, information, human resources and health and safety of others (i.e. patients/clients).
- The most significant impact of error is felt on patients/clients through assessment, diagnosis, the information they are provided, and treatment plan effectiveness.
- The consequences of error are felt within and outside the organization, on the health care system and on patients. The results of the consequence are felt on equipment, finances, facilities, human resources, health and safety and corporate image.
- Errors are typically identified before or during the next visit or by the ophthalmologist and adjustments made.

Development and Leadership of Others

- Not responsible for supervision of staff.
- May be required to provide on-the-job advice/guidance and orientation to new employees, and may teach/lecture medical students and residents on aspects of ophthalmology.

WORKING CONDITIONS

Environmental Working Conditions

- There is limited likelihood of injury or illness.
- Occasionally exposed to unusual/distracting noise, glare of a computer screen, limited ventilation, limited lighting, bodily fluids, infectious diseases, odours and travel.