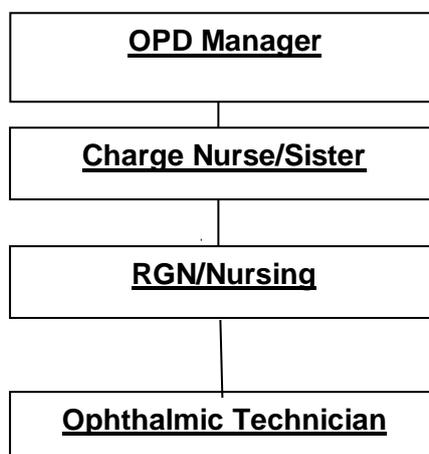

JOB DESCRIPTION

JOB TITLE: OPTHALMIC TECHNICIAN
GRADE: BAND 3
Hours of Work: 37.5
Division: ANAESTHETIC AND SURGICAL
Base: Royal Bolton Hospital
Managerially Accountable to: OPD/WARD MANAGER

ORGANISATION CHART:

KEY RELATIONSHIPS: OPD/WARD MANAGER/ MATRON/ JUNIOR SISTER

JOB PURPOSE:

The post holder will work as a member of the ophthalmic technician team, supporting trained staff in all specified aspects of care and providing technical support using a range of Ophthalmic equipment.

- To provide cross cover into other services including laser, AMD, ward and theatre based services,

- To provide technical assistance to a range of ophthalmic clinics including but not limited to, glaucoma and retinal virtual model clinics, through operating a range of medical devices underpinned by comprehensive competency standards and compliance with a range of specific clinical guidelines.
- To work closely with patients ensuring high quality assessments are undertaken, ensuring Trust values and patient's rights to private and dignified assessment are observed in a risk managed working environment.

The post holder will liaise closely with Optometry, Orthoptist, Ophthalmologists, Nursing, Medical Illustration, other professional and clerical staff, patients, their relatives and carers. The post holder will be required to work in various sites which deliver ophthalmic technical services.

MAIN DUTIES:

- To take patient histories and document using specific condition related pro-formas.
- To test visual acuity using LogMAR and Snellen's test types, COMPLOG
- To be able to use manual and electronic focimetry
- To test visual fields using Humphrey field analysers performing clinical analysis of test results in terms of accuracy and common artefactual errors.
- To measure intra ocular pressure using I-Care tonometer
- To provide input into the glaucoma support meetings
- To provide education and drop technique support to glaucoma patients
- To be able to use the ultrasound pachymeter.
- To use the OCT to capture optic discs, macula, corneal thickness, anterior chamber angles.
- To use the Kowa and Optos equipment
- To perform auto refraction
- To be able to instil eye drops for investigative purposes under a specific patient directive
- To calibrate, report and facilitate repair and servicing for a range of ophthalmic equipment
- To work in a 12-hour glaucoma phasing clinic
- To provide patient support with eye drop techniques and provide information regarding eye conditions
- To load technical data with accuracy into IT models e.g. Forum and Open Eyes
- To assess patients for diagnostics, blood pressure, blood sugar, venous blood sampling
- To order of stock clinic items
- To report technical problems to IT and or Zeiss where relevant
- To provide assistance to nursing/ medical staff in intravitreal lists
- To perform circulating duties and escort duties in theatre
- To undertake assessments during the Glaucoma Evaluation Clinics

LEGAL & PROFESSIONAL RESPONSIBILITIES

- Adhere to Trust and departmental policies and procedures.
- Maintain a safe environment for yourself and others, taking reasonable care to avoid injury. Co-operate with the Trust to meet statutory requirements.
- Maintain registration, and nursing competencies, and comply with NMC code of Professional Conduct, and related documents.
- Sustain and improve own professional development by personal study, work based learning activities, and by using opportunities provided by the Trust.
- Keep up-to-date with legal matters that may arise during the course of duty.

Administrative & Managerial

- To manage own clinical workload in a timely fashion
- To ensure a safe working environment, reporting any risks or equipment faults to the relevant agencies
- To monitor/order stock levels of consumables
- To undertake other administrative duties as specified

Audit & Teaching

- The post holder may be required to enter visual outcomes onto the patient outcome database for the purposes of audit
- To provide mentorship to HCA `s working within the ophthalmic team
- The post holder may be required to participate in research projects
- The post holder may be required to demonstrate techniques to students or less experienced staff

Infection Prevention and Control

- Dispose of clinical and other waste, sharps, and soiled linen.
- Clean and disinfect equipment as needed.
- Minimise and control the spread of infection within the clinical environment by good basic hygiene and adherence to infection control measures.
- You must comply with all relevant policies, procedures and training on infection prevention and control

Communication

- To offer education and support regarding basic principles of glaucoma treatments and drop techniques to improve compliance and clinical outcomes for patients experiencing difficulties with treatment plans
- Establish and maintain relationships with patients, relatives, significant others and staff and participate in supporting patients.
- Meet and welcome wards attendees and familiarise them with the environment on phasing days
- Attend departmental meetings as required, ensuring an awareness of developments within the work area.
- Maintain an effective communication network, written, verbal and electronic, informing senior staff of all matters that would normally be referred to a more experienced person. Complete relevant documentation for patient care undertaken.
- Assist in maintaining, recording and storing information, including patient records, in line with Trust policy and CNST standards.
- Liaise with other service providers to support the efficiency of the Unit.
- Maintain good relationships with team members and visitors, providing assistance where necessary.

Staff Development

- Ensure annual appraisal, identify ongoing development needs and discuss with line manager. Develop a personal development plan, in line with personal and organisational objectives.
- Sustain and improve own development by using opportunities provided by the Trust.
- Assist with induction programmes for staff new to the area.
- Train new staff in the care and maintenance of equipment.

Evidence Based Care, Quality and Standards

- Contribute to developments and improvements within the patient care environment.
- Recognise and promote equality and diversity, for patients and others, and respect privacy, dignity, religious and cultural beliefs.
- Comply with, and contribute to quality, standards, guidelines and Clinical Governance initiatives.

Legal and Corporate Responsibilities

- Be aware of, and adhere to Trust and departmental policies and procedures.
- Provide statements in respect of untoward incidents, as requested by line manager.

Health, Safety and Security

- All employees have a duty to report any accidents, complaints, defects in equipment, near misses and untoward incidents, following Trust procedure.

- Ensure Health and Safety legislation is complied with at all times, including COSHH, Workplace Risk Assessment and control of Infection.

Confidentiality

- All information relating to patients and staff gained through your employment with this Trust is confidential.

Training

- Managers are required to take responsibility for their own and their staff's development.
- All employees have a duty to attend all mandatory training sessions as required by the Trust.

Data Quality

- All employees are reminded about the importance of Data Quality and staff should make themselves aware of both departmental and corporate objectives for Data Quality.
- Data Quality forms part of the appraisal and objective setting process for staff responsible for data entry and data production; staff should ensure that they adhere to policies and procedures at all times. Failure to do so may result in disciplinary action being taken.

Codes of Conduct and Accountability:

- You are expected to comply with relevant Bolton NHS Foundation Trust codes of conduct and accountability.

Safeguarding Children and Vulnerable Adults:

- You must comply with all relevant policies, procedures and training on safeguarding and promoting the welfare of children and vulnerable adults.

Valuing Diversity and Promoting Equality:

- You must comply with all relevant policies, procedures and training on valuing diversity and promoting equality.

The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the post holder. Any other general requirements as appropriate to the post and location

Date Prepared: 12/06/2022

Prepared By: Jamil Patel

Agreed By:



Employee's Name and Signature:

Date: **NHS Foundation Trust**

Manager's Name and Signature:

Date:

Our Values

- *Vision*

We have a plan that will deliver excellent health and care for future generations, working with partners to ensure our services are sustainable.

We make decisions that are best for long term health and social care outcomes for our communities

- *Openness*

We communicate clearly to our patients, families and our staff with transparency and honesty

We encourage feedback from everyone to help drive innovation and Improvements

- *Integrity*

We demonstrate fairness, respect and empathy in our interactions with people

We take responsibility for our actions, speaking out and learning from our mistakes

- *Compassion*

We take a person-centred approach in all our interactions with patients, families and our staff

We provide compassionate care and demonstrate understanding to everyone

- *Excellence*

We put quality and safety at the heart of all our services and processes





Bolton

NHS Foundation Trust

*We continuously improve our standards of healthcare
with the patient in mind*

Our Bolton NHS FT Values

