

# Job Description

## FAMILY AND WOMENS HEALTH GROUP

**Job Title:** Retinal Screener/Grader

**Band:** 4

**ACCOUNTABLE TO:** Programme Manager, Humber Diabetic Eye Screening

**REPORTS TO:** Assistant Programme Manager, Humber Diabetic Eye Screening

## OUR VALUES

### CARE

We are polite and courteous, welcoming and friendly. We smile and we make time to listen to our patients and staff. We consider the impact our actions have on patients and colleagues. We take pride in our appearance and our hospitals and we try to remain positive.

We do not treat anyone unfairly. We do not let our mood affect the way we treat people. We don't talk negatively about colleagues or other teams. Offensive language, shouting, bullying and spreading rumours are unacceptable.

### HONESTY

We tell the truth compassionately. We involve patients in decisions about their care and we are honest when things go wrong. We always report errors and raise concerns we have about care. Our decisions and actions are based on facts not stories and opinions.

We do not withhold information from colleagues or patients. We never discourage staff from reporting concerns. We are not careless with confidential information. We do not present myths as facts.

### ACCOUNTABILITY

We are all responsible for our decisions and actions and the impact these have on care. All staff are responsible for maintaining high standards of practice and we take every opportunity to continuously learn. Everyone is encouraged to speak up and contribute their ideas to improve the care we provide.

We do not unfairly blame people. We positively embrace change and we don't discourage people from having opinions. Controlling behaviours and silo working should not be exhibited in our Trust.

## **Job Summary:**

To support the activities of the department to ensure that National Quality Standards are maintained. Responsible for accurate and timely grading of digital retinal images. The role would also be required to provide an efficient screening/photography service for GP based diabetic patients throughout Hull, east riding, North and North East Lincolnshire. Primarily based in Hull with occasional travel to Brigg, Scunthorpe/Grimsby screening venues.

## **Knowledge and Skills**

### **1. Communication and Relationship Skills**

- Ability to develop relationships with Optometrists and Ophthalmology Consultants in order to efficiently and safely progress patients grading through the specific pathways.
- Communicates diabetic retinopathy disease related information to patients and relatives on a daily basis.
- Patients may have language difficulties or other communication barriers and the post holder will need to determine the best way of communication in order to ensure the information is understood by the patient
- Empathise with patients and relatives when providing complex and sensitive information during clinic sessions, relating to eye conditions and previous confidential patient results.
- Required to advise, explain, and inform both patients and other health care professionals in regards to complex and detailed eye conditions that may be evident or could be discovered as a result to the photography encounter.
- Must liaise in a professional manner with surgery and service staff
- Patients must always be treated with courtesy and have as full an explanation of the procedure as possible

### **2. Knowledge, Training and Experience**

- Detailed knowledge of all aspects of diabetic retinopathy disease, sufficient knowledge to enable post holder to make accurate diagnosis of the presence of disease.
- Good all round knowledge of diabetes and associated risk factors
- Demonstrable knowledge of diabetic and non-diabetic patient pathways
- Confidence to administer mydriatic eye drops to promote pupil dilation
- Working knowledge of diabetes and retinopathy
- Knowledge of patient pathways within a Diabetic Eye Screening Programme
- Knowledge of Optimize software
- Experience as a trained retinal screener within a retinal screening environment
- Qualified or working towards achieving the Health Screener Diploma or achieved the City and Guilds qualification in Retinal Screening covering units 1 to 8
- Knowledge and understanding of retinal screening programme service objectives
- Willing to perform all mandatory training as per national requirements.
- General IT skills
- Experience/ability to work alone

- Experience/ability to work as part of a team
- To participate in monthly Test and Train grading assessments and participating in feedback session with clinical lead
- Working without supervision and as part of a multifunctioning team.
- Good inter-personnel and communication skills
- Flexibility, adaptability and the ability to deal with change
- Willing to perform all mandatory training as per national requirements.

### **3. Analytical Skills**

- To accurately measure visual acuities using Snellen scale in conjunction with an optical occluder with or without pinhole function
- To ensure timely grading of retinal images and generation of results to GPs and referral to an ophthalmologist for treatment as appropriate
- The post holder would be required to analyse images and determine the pathway outcome which may comprise of various options
- Attention to detail is imperative throughout the photography process and grading of images
- Excellent problem solving skills when dealing with technical and IT issues
- Ability to recognise background, pre-proliferative and proliferative diabetic retinopathy including maculopathy and photo coagulation
- Accurate pattern recognition when grading images
- Recognition of non-diabetic retinopathy related eye conditions and timely referral
- Ability to collaborate amongst colleagues and express opinion to influence difficult grading outcomes

### **4. Planning and Organisational Skills**

- Flexibility, adaptability and the ability to deal with change
- Proactive approach to self-management
- Plans own workload
- Can coordinate clinics in a timely manner
- Ability to contribute and present during departmental MDT sessions
- Punctuality and efficiency to ensure a timely clinic schedule and efficient use of resources

### **5. Physical Skills**

- Ability to effectively administer eye drops
- Position patients for photography examination
- The post holder is required to capture images of patient retina using highly sensitive camera equipment where there is the need for accuracy
- Ability to drive and safely park/manoeuvre the large Retinal Screening vans within small/crowded parking areas
- Ability to manoeuvre reduced mobility patients into the required screening position
- Skills to use a tail lift for the safe use of patients on the mobile screening units
- Punctuality and efficiency to ensure a timely clinic schedule and efficient use of resources

## **Responsibilities**

### **6. Responsibilities for Patient/Client Care**

- At times promote the safety, privacy and dignity of patients, recognise individual needs and preserve confidentiality Handling of sensitive patient data
- Regular contact with patients while working within Optimize user areas including clinical departments, and vehicles respecting the needs and rights of all patients and staff
- Understands, and complies with, the strict security requirements of all data and information held on Trust systems in connection with patient care.
- Handling of sensitive patient data
- To promote and maintain the service performance targets, specifically DE2 results letters within 21 days of photography
- Competence in digital retinal photography to recognise and diagnose cases of diabetic retinopathy and other referable diseases
- To provide patients with information in regards to eye conditions and relevant treatments
- Undertakes national retinal photography on patients at various off site locations

### **7. Responsibilities for Policy and Service Development**

- Responsible for following trust policy and procedures
- Responsible for adhering to guidelines in relation to the screening procedure
- Understands and works within the parameters of the Trust's confidentiality policy
- Contributes to the development of policies, procedures and guidelines for the Humber Diabetic Eye Screening Programme that protect and promote secure, robust systems which are developed in line with Trust requirements

### **8. Responsibilities for Financial and Physical Resources**

- To ensure that Retinal Screening vehicles are safely and correctly set up
- Ability to use and maintain the Canon Fundus camera
- Ensure the screening clinics are operated correctly.
- Ensure the photographic equipment is operated correctly
- The cameras must always be operated properly with a view to obtaining the best possible images and maintaining the longevity of the equipment
- The computers on the vans must always be operated correctly to allow safe storage of images and adherence to Data Protection policies

### **9. Responsibilities for Staff/HR/Leadership/Training**

- To provide regular feedback sessions with all screening staff within the team
- Work within Trust Policies and Procedures
- Attend appropriate training courses as identified in PPDR process
- Attend mandatory training each year
- Understand and work within the remit of the Trust Confidentiality Policy

## **10. Responsibilities for Information Resources**

- Updates patients records on a daily basis
- Understands and can apply the principles of Data Protection Act and Computer Misuse Act to ensure that all work adheres to the relevant sections of both Acts
- If identified, informs users where a working environment or practice may be in breach of system or data security
- Ensures that any suspected security breaches are escalated in a timely manner to the Programme Manager.
- Recommends changes to user procedures to enhance use of functionality or where these are identified as causing issues
- Ability to use the Optimize software and peripherals proficiently

## **11. Responsibilities for Research and Development**

- Participates in surveys and audits as necessary
- Assist the programme in areas of development

## **12. Freedom to Act**

- Required to act independently within appropriate guidelines, policies and Trust and departmental procedures, escalating issues as and when deemed necessary
- Achievement against agreed objectives and job related duties, contribute to the management of own workload without the need for constant supervision and monitoring
- Records, evaluates and takes appropriate decisions on the most relevant course of action for user queries, providing advice, support, guidance and or training to ensure efficient and effective operation and use of Optimize system is maintained, escalates issues as appropriate
- Taking appropriate action to clarify points of detail to ensure sufficient information is available for action and or Programme Manager intervention if appropriate
- Ability to work on own initiative and within a team
- Confident to ask for assistance from colleagues and clinical lead
- Required to attend and contribute to meetings at any Trust site plus on occasions at none Trust sites
- Be accountable for own decisions and actions. Recognise when to seek further advice, and seek advice appropriately

## **Effort and Environment**

### **13. Physical Effort**

- Requires regular extended periods working with VDU and within dark surroundings
- Frequent requirement for sitting or standing in a restricted position for a substantial proportion of the working day when taking retinal images.
- The vehicles must always be driven with strict regard to the law and other road users

#### **14. Mental Effort**

- There is a frequent requirement for the post holder to concentrate on capturing good quality retinal images and grading images accurately
- There are occasional interruptions from staff requiring help/advice during clinic times

#### **15. Emotional Effort**

- Requires ability to remain calm and polite when dealing with departmental staff, surgery staff or patients
- Exposure to distressing or emotional circumstances is rare

#### **16. Working Conditions**

- Requires regular extended periods working with VDU and within dark surroundings
- There are occasions when working conditions can be unpleasant due to inclement weather conditions. The post holder would be required to operate the van in such conditions. This also can create unpleasant conditions when driving to or from screening locations.

#### **Health and Safety**

In addition to the Trust's overall responsibility for your health and safety you have a personal responsibility for your own health and safety. As such you are required to inform your line manager of any safety issues that you identify, that could affect you or others in the workplace. You must co-operate with management and colleagues at all times in achieving safer work processes and work places, particularly where it can impact on others.

As a Trust employee you will be trained in the correct use of any equipment provided to improve safety and health within the Trust. You are required to use the equipment when necessary and as instructed which will include checking the equipment is safe to use, prior to its use and must report any defects immediately to your line manager.

You are responsible for the implementation and adherence to Trust safety policies and procedures for areas within your remit.

You are required to ensure suitable and sufficient risk assessments are completed for all areas within your remit. The controls identified must be evaluated and implemented where necessary.

You are required to review all risk assessments periodically and particularly when staffing and/or equipment changes, monitoring the effectiveness of any control measure implemented.

You are to ensure suitable and sufficient equipment is provided to sustain the health and safety of staff, patients and visitors to areas within your remit.

### **Infection Control**

In addition to the Trust's overall responsibilities under The Health and Social Care Act 2008 Code of Practice for healthcare, including primary and adult social care on the prevention and control of infections (revised December 2010) for your safety, you have a personal responsibility to ensure your work adheres to this Code in the delivery of safe patient care within the organisation. This code relates to ALL Trust staff and contractors working within the organisation who are employed to ensure this level of care is provided.

As an employee you will be trained to ensure adherence and compliance to the various Infection Control policies within the Trust.

### **Sustainability**

To actively support the Trust's goals for sustainability by encouraging and adopting sustainable ideas and practices.

### **Safeguarding**

The Trust has a duty and is committed to safeguarding all service users and provide additional measures for adults and children who are less able to protect themselves from harm or abuse. As an employee\* you have an individual responsibility to contribute to the detection, reporting and prevention of abuse to safeguard those in our care (Section 11 Children Act, 2004, Human rights Act 1998, Equality Act 2010 Mental Capacity Act 2005 Care Act 2014) and are accountable to ensure that you know how to respond when you are concerned for the safety of a child, young person or adult at risk. The Trust will assist you in this process by providing training, guidance and advice. There are corporate safeguarding teams who can be contacted for advice, support and safeguarding supervision. All concerns must be reported as per Trust Safeguarding Policies which are available on the Trust Intranet. Every member of staff must undertake regular mandatory safeguarding training at a level relevant to the role

This job description is not meant to be exhaustive. It describes the main duties and responsibilities of the current post. It may be subject to change in the light of developing organisational and service needs, and wherever possible change will follow consultation with the post holder.

# Person Specification

**Job Title: Retinal Screener/Grader**

**Department: Humber Diabetic Eye Screening Programme**

Requirement	Essential	Desirable	How Assessed
<b>Qualifications</b>	GCSE level grades A-C in Maths and English Language or equivalent. or relevant experience  Qualified or working towards achieving the Health Screener Diploma or achieved the City and Guilds qualification in Retinal Screening	Knowledge of advanced eye conditions  Knowledge of the HUTH Trust Optometry Team	Certificates  Interview
<b>Experience</b>	Previous experience of working within a Diabetic Eye Screening Programme as a retinal screener  Knowledge of Diabetic Retinopathy screening pathway	Experience of working within the NHS  Experience of Optimize and Retinal Screening Systems  Experience of grading retinal images	Application form References Interview
<b>Skills, Knowledge and Ability</b>	Photography experience using Fundus camera equipment  Ability to prioritise workload to tight deadlines without supervision and on own initiative  Good administrative and organisational Skills including written and verbal communication skills	Knowledge of diabetic retinopathy screening pathway  Knowledge of grading procedures  Knowledge of medical records procedures	

	<p>Ability to work within and understanding of data protection and the need for confidentiality at all times</p> <p>Knowledge of the Data Protection Act, the Computer Misuse Act</p>		
<b>Other Requirements</b>	<p>Ability to work flexibly to meet the needs of the service</p> <p>Good attendance record</p> <p>Evidence of continued professional development</p> <p>Willing to perform all mandatory training as per national requirements</p> <p>Committed to further training.</p> <p>Current and full manual driving license held at time of interview</p> <p>Ability to change from grading to screening as required to cover clinics</p>		

## Organisational Chart

**JOB TITLE:** Retinal Screener/Grader

**DEPARTMENT:** Humber Diabetic Eye Screening Programme

