

## JOB DESCRIPTION

<b>Job Title:</b>	Ophthalmic Technician
<b>Band</b>	Band 3
<b>Care Group</b>	Surgical Care Group
<b>Directorate:</b>	Head and Neck
<b>Department:</b>	Eye Emergency Department
<b>Location:</b>	University Hospitals Dorset –Royal Bournemouth Hospital
<b>Accountable to:</b>	Clinical Lead Service
<b>Accountable for:</b>	Ophthalmic Imaging Specialist
<b>Main Purpose</b>	<p>This post will provide training for an individual who seeks a career opportunity in Ophthalmology.</p> <ul style="list-style-type: none"> <li>• Training will be provided in house and in conjunction with external courses which will be identified through a personal development plan upon appointment.</li> <li>• The post holder will provide a complex, specialist, diagnostic imaging</li> <li>• And clinical investigation service to patients of all ages suffering from diseases of the eye and visual system.</li> <li>• The post holder will work collaboratively within the multi-disciplinary team and contribute to the smooth and efficient running of the service.</li> </ul>

### General Duties

- Demonstrate a range of high level technical skills in Visual Fields, by performing the relevant visual field test for the patient within the Eye
- Department protocols on the Humphrey Field Analyser, identifying where
- Visual fields have changed significantly; understand unexpected variation, or which may indicate deterioration. Also will be required to give detailed Explanations of tests to the patient.
- Performing retinal imaging and image analysis using current standard
- Measurement of visual acuity using log MAR, Snellen and other acuity tests
- Determine optical prescription in spectacles using automated focimetry
- Administer eye drops to patients in accordance with Trust Policy and national

guidelines, being aware of contra-indications and side effects

- To give clear, accurate Fundus photography to demonstrate a knowledge of diabetic retinopathy, macular degeneration and glaucoma
- Optical Coherence Tomography (OCT)
- Respond appropriately following departmental guidance to any sudden unexpected event (having knowledge of hypoglycaemic episodes, collapse or injury)
- Slit lamp bio microscopy and imaging of the anterior segment of the eye
- Corneal Topography
- Biometry
- Clinical imaging of the external eye
- To be responsible for the quality of the test results
- Demonstrate understanding of research best practice and participate in studies as required
- To update databases
- Assist doctors with problems with software
- Hand held photography (using IMI guidelines)
- Download images for clinical trials
- Be aware of patient confidentiality and follow guidelines on sharing patient information making sure the correct level of consent is given.
- Assist doctors and nursing staff in day to day running of clinics.
- Assist the pre-assessment staff with smooth running of clinics.

### **Communication and Working Relationship Skills**

- To ensure effective communication between staff, patients, carers, visitors
- To provide effective written communication in patients' notes
- To provide advice, instruction and detailed explanation of tests for patients from different backgrounds and age groups
- To have the ability to put patients at ease prior to conducting investigative procedures in a calm, sensitive, reassuring and persuasive way.
- To provide encouragement and support during the test.
- To work closely with clinicians and their teams including Orthoptists, Optometrists, and administrators

### **Analytical and Judgemental Skills**

To ensure patient information is accurate and updated

<b>Planning and Organisational Skills</b>
<ul style="list-style-type: none"> <li>• To keep the Imaging Specialist informed of relevant issues pertaining</li> <li>• to the running of the Department</li> <li>• To organise and monitor own workload</li> </ul>
<b>Responsibility for Patient/Client Care, Treatment and Therapy</b>
<ul style="list-style-type: none"> <li>• Will be required to manoeuvre equipment towards every patient in confined spaces</li> <li>• Will be required to manoeuvre a patient from a wheelchair to a chair</li> <li>• Will be required to manoeuvre furniture to make access for wheelchairs</li> <li>• Will be required to demonstrate a visual field, visual acuity test and</li> <li>• imaging in a darkened area using a VDU and specialist equipment</li> <li>• Will be required to perform OCT, fundus imaging in a darkened area</li> </ul>
<b>Responsibility for Policy / Service Development</b>
<ul style="list-style-type: none"> <li>• To observe working practices and make recommendations for improvement where appropriate</li> <li>• Be familiar with national, professional and local quality issues relevant to the delivery of technical services, e.g. NHS Plan, Making a</li> <li>• Difference, Agenda for Change, Shared Vision, Modernisation Agenda</li> <li>• Uphold quality initiatives that improve “customer care” and enhance the interface between staff, patients and visitors</li> </ul>
<b>Responsibility for Finance, Equipment and Other Resources</b>
<ul style="list-style-type: none"> <li>• Undertake simple fault remedy, cleaning and maintenance of imaging equipment or other apparatus within the Ophthalmic Department</li> <li>• To have duty of care for relevant equipment and resources in the department</li> </ul>
<b>Responsibility for Human Resources, e.g. Supervision, Training, HR Advice and Management</b>
<ul style="list-style-type: none"> <li>• To support new/on-going Technicians/HCA's</li> </ul>
<b>Responsibility for Information Resources and Administrative Duties</b>
<ul style="list-style-type: none"> <li>• To be involved in the handling and resolution of complaints within your</li> <li>• span of control in according MEH Policy, referral to a Senior Ophthalmic Office when necessary/appropriate</li> </ul>

<ul style="list-style-type: none"> <li>Competent in the use of computer programmes required for specialist technical equipment i.e. Forum, Visupac, Vector, Ecamis</li> </ul>
<b>Responsibility for Research and Development</b>
<ul style="list-style-type: none"> <li>Be responsible for maintain your own professional development – developing and sustaining your knowledge, clinical skills and professional awareness</li> <li>Ensure that services comply with the standards required by the Professional Bodies, CNST, CHI, and Investors in People</li> <li>Ensure that clinical services comply with the requirements of the Trust's Clinical Governance Committee</li> <li>Appreciate and use existing research/audit findings and participate in research and clinical trials where opportunities arise</li> <li>Maintain an awareness of current trials, their protocols and the associated issues</li> <li>Liaise with the senior photographer/Consultant Lead to ensure that clinical practice, procedures and protocols are evidence based</li> </ul>
<b>Freedom to Act</b>
<ul style="list-style-type: none"> <li>Work to trust procedures, referring as necessary to manager.</li> <li>Work autonomously within own area of responsibility</li> </ul>
<b>Mental, Physical, and Emotional Effort</b>
<ul style="list-style-type: none"> <li>Complete manual handling in patient's properties when required wearing full PPE.</li> </ul>
<b>Any Other Specific Tasks Required</b>
<ul style="list-style-type: none"> <li>Ensure the office environment and other clinical and non-clinical areas are kept clean and tidy and free of clutter</li> </ul>

## Transforming our Hospital Services in Dorset

This is a very exciting time to join our hospitals in Dorset. We are in line to receive a significant national investment of £201 million to help transform our services and redevelop Poole Hospital and the Royal Bournemouth and Christchurch Hospitals, now merged as University Hospitals Dorset. We have been able to access these national funds because we have such a good plan in Dorset.

Our vision is to join up our services so they can be delivered in a more integrated way. We have a great opportunity together to improve outcomes for patients, make better use of all our resources, and ensure our services can be provided on a sustainable basis.

For developing our workforce, the aim is to establish modern, well-equipped centres of excellence with sustainable roles for staff, standardisation of education and training so that we can attract and retain skilled clinical and non-clinical staff to Dorset. This is a great opportunity for you to be part of the transformation change activity taking place following the merger of two hospital trusts to form University Hospitals Dorset NHS Foundation Trust last October.

## **CONDITIONS OF SERVICE**

As laid down by the University Hospitals Dorset NHS Foundation Trust.

### **Smoking**

The Trust has a responsibility to provide a safe and healthy environment for everyone who is working, visiting or living on hospital premises. Smoking is NOT allowed on site except for within the designated smoking areas and shelters for staff and patients.

The Trust will not tolerate smoking in undesignated areas and there is a zero tolerance approach to all staff who continue to do so. We will continue to provide support to staff, patients and visitors who want to give up smoking.

In the interests of promoting responsible healthcare all staff should refrain from smoking when off-site in uniform or wearing an identifying NHS badge in any public place.

### **Data Protection**

All staff are required to comply with the Data Protection Act and the Trust's Data Protection Policy. Staff are responsible for ensuring that any personal data which they hold is kept securely; that personal information is not disclosed either orally or in writing to any unauthorised third party; that personal data is only accessed where there is a legitimate business need and only where such processing is consistent with the purposes for which the data was collected.

### **Equality and Diversity**

The Trust is positively committed to the promotion and management of diversity and equality of opportunity. Equality and diversity is related to the actions and responsibilities of everyone – users of services including patients, clients and carers; work colleagues; employees; people in other organisations; the public in general.

All employees have a responsibility to ensure that they act in ways that support equality and value diversity and must comply with the responsibilities placed upon them by employment legislation and the equality duties.

### **Health and Safety at Work**

Everybody within the Trust has a legal responsibility for the health, safety and welfare of themselves and others at work. These duties are set out within the Health and Safety at Work etc. Act (HASAWA) 1974, the Management of Health and Safety at Work Regulations (MHSWR) 1999, and in other relevant regulations and guidance notes.

### ***All Staff***

In accordance with HASAWA and the Trust Health & Safety policy, all staff have legal responsibilities;

- to take reasonable care for themselves and others that may be affected by their acts/omissions
- to co-operate with their manager/ supervisor to enable them to carry out their legal duties e.g.
  - shall report all hazards and defects to their line manager/ supervisor



- shall report all accidents, incidents, near-miss events to their manager/ supervisor and via an adverse incident report (AIR) form (Trust policy)
- to use all work equipment, materials and substances in accordance with any training and instruction provided (e.g. medical devices, chemicals, mechanical aids, machinery, plants, vehicles, and personal protective equipment)
- to ensure they attend all annual mandatory training and attend health and safety training as required for the post.
- to comply with trust and department health, safety & risk policies and procedures
- not to interfere with or misuse anything provided to secure health and safety .e.g. wedge fire doors open, remove first aid equipment, break locks off systems

### ***All Managers/ Heads of Department and Clinical Leaders***

In accordance with the Trust's Risk Assessment policy and Risk management strategy, all managers/heads of department and Clinical Leaders are responsible for ensuring that they and their staff, comply with all Trust and department health and safety policies and procedures.

### **Safeguarding**

The University Hospitals Dorset NHS Foundation Trust is fully committed to safeguarding the welfare of all children and young people, and vulnerable adults by taking all reasonable steps to protect them from harm. All staff will receive appropriate training and induction so that they understand their roles and responsibilities and are confident about carrying them out.

### **Infection prevention and control**

The prevention and appropriate management of infection is of paramount importance in the quality and safety of the care of patients, and to the safety of visitors and members of staff. It is the responsibility of all staff to be aware of, assess and minimise these risks and comply fully with Infection Prevention and Control Policies.

The Health Act 2008 establishes a Code of Practice for the Prevention and Control of Health Care Associated Infections. It sets out criteria by which NHS managers ensure that patients are cared for in a clean environment, with a safe water supply, where the risk of Healthcare Associated Infections (HCAI) is kept as low as possible.

**Managers, Heads of departments and Clinical Leaders** are responsible for ensuring that:

- The necessary equipment and mechanisms are in place to support infection prevention
- health care workers are free of and are protected from exposure to communicable infections during the course of their work, and that all staff are suitably educated in the prevention and control of HCAI

### **Carbon sustainability**

The Trust is committed to continual improvement in minimising the impact of it's activities on the environment and expects all members of staff to play their part in achieving this goal and in particular to work towards a 28% reduction in carbon emissions by the end of 2020/21(based on a 2013 baseline).

### **DBS/Disclosure and Barring Service (CRB)**

As part of our recruitment procedure this post will be subject to a Criminal Record Disclosure. A Disclosure is a document containing information held by the police and government departments.

Disclosures provide details of a person's criminal record including convictions, cautions, reprimands and warnings held on the Police National Computer. Where the position involves working with children, Disclosures will also contain details from lists held by the Department of Health and Social Care and the Department for Education and Skills (DfE) of those considered unsuitable for this type of work.

**This post is subject to the policies, procedures and rules approved by the Trust and as varied from time to time. All staff are required to familiarise themselves with, and comply with the Trust's policies, procedures, rules or statements of practice. These can be accessed through the Intranet, your Department Manager, or through Human Resources.**

### **Job Description Agreement**

All job descriptions which are developed for job matching purposes must be signed by both the line manager and the staff member and the effective date of when the role changed entered. Please see re-grading and job evaluation policy.

Any job descriptions amended or updated through the results of a personal review should also be signed and dated by both the line manager and staff member and a copy retained on the personal file.

Signed..... Date.....Manager

Signed.....Date.....Employee

### **Review of this Job Description**

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description will be reviewed in conjunction with the post holder on an annual basis at appraisal.