

JOB DESCRIPTION

JOB DETAILS	
Job Title	Ophthalmic Imaging Co-ordinator and Trainer
Reports to	Nurse Manager
Band	Band 5
Department/Directorate	Ophthalmology Department / Surgical Division

JOB PURPOSE
<ul style="list-style-type: none"> • Work as an Ophthalmic Assistant providing a clinical support service to the North Devon Ophthalmology / Eye Service. • To provide clinical leadership for the imaging aspect of the ophthalmology service, supporting clinicians and ophthalmic assistants in the delivery of clinics. • The post holder will be responsible for providing imaging training and competency sign-off for new staff who undertake imaging within the ophthalmology service • To provide ongoing training and support non-invasive diagnostic imaging services. • Be first point of contact regarding imaging equipment issues. • Liaise with other departments both within and outside the Trust regarding the imaging service (i.e. IT, EBME, equipment suppliers etc.). • Provide a variety of diagnostic ophthalmic medical imaging following achievement of local competencies. Diagnostic imaging includes ocular coherence tomography, digital imaging – anterior and posterior, fundus fluorescein angiography, indocyanine green angiography, corneal tomography, use of hand-held cameras, slit-lamp camera and other ophthalmic imaging equipment. • Provide training and supervision for ophthalmic imaging techniques for junior assistants and other members of the ophthalmic multi-disciplinary team across multiple sites. • Obtain visual acuity using Logmar. • Work under the department standard operating procedure to instil dilating drops required for the ophthalmic imaging service • Support junior staff develop skills and help to embed a continuous quality improvement culture across the service • The postholder will assist with the coordination and rostering of imagers and ophthalmic assistants ensuring appropriate staffing of clinics at NDDH and community hospital locations including South Molton and Bideford. • To meet the needs of the service, the post holder may be required to work in other locations as appropriate as directed by the line manager. • As services evolve changes to working patterns may be required.

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> • To provide a specialist diagnostic imaging and clinical investigation service to patients of all ages who have diseases of the eye and visual system. • To use and develop effective communication and motivational skills with patients and carers to gain their cooperation and ensure maximum understanding of the examination • Be part of a multidisciplinary team based at NDDH however also providing services in other hospital settings • Provide supervision, training and support to junior staff and students. • To comply with organisational and departmental policies and procedures. • Participate in clinical governance activities e.g. audit, research and service reviews.

- Maintain an up to date knowledge of all areas of clinical practice using a variety of CPD methods and to maintain a CPD portfolio.
- The post holder is guided by standard operating procedures however works independently.

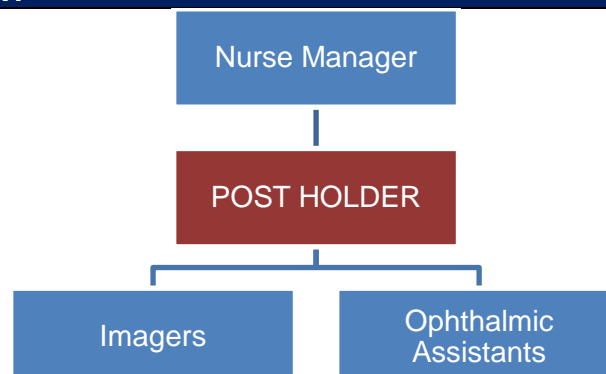
KEY WORKING RELATIONSHIPS

Areas of Responsibility: Responsible for providing a clinical diagnostic service to patients of all ages attending the ophthalmology department

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> • Clerical staff • Service Lead / Team Lead • Consultants • Associated Ophthalmic teams • NDHT staff at all levels • Nursing staff / specialist nurses • Other specialist services • ECLO • IT 	<ul style="list-style-type: none"> • GP's and other practice staff • Community Optometrists • Patients, relatives and carers • Social care services • Voluntary agencies • ROVI • Equipment suppliers

ORGANISATIONAL CHART



FREEDOM TO ACT

- Be professionally accountable for all aspects of your own work, within the context of an autonomous practitioner.
- The post holder is guided by standard operating procedures however works independently.
- To work under clearly defined policies and work practice

COMMUNICATION/RELATIONSHIP SKILLS

- To use and develop effective communication and motivational skills with patients and carers to gain their cooperation and ensure maximum understanding of the examination
- Ensure effective communication takes place at all times
- Attend multidisciplinary meetings to ensure that there is an integrated approach that benefits patient's overall care.
- Provide training sessions /demonstrations regarding your work to colleagues and others.
- Liaise closely with all members of the wider health care team and other agencies in all matters regarding patients care including safeguarding issues.
- Work with patients referred with complex communication and cognitive problems e.g. following a stroke and other neurological conditions.

- To utilise a range of verbal and non-verbal (e.g. Makaton sign language) mechanisms in the assessment of patients. This will include patients who may have difficulties/ barriers in understanding e.g. stroke victims, patients with a learning disability and non-English speaking patients.
- Obtain patient consent and work within a legal framework with patients who lack capacity to consent to treatment.

ANALYTICAL/JUDGEMENTAL SKILLS

- Undertake delegated risk assessments providing accurate feedback to the team as necessary e.g. in relation to lone working.
- Understands and recognises own limitations and the need for further advice, guidance and support as appropriate and refers to a more experienced staff member (e.g. Head of Service, Optometrist, Orthoptist) or medical staff when required.
- Assess staff's ability / competency to perform imaging tasks when delivering training and competency sign off
- Assess patient's ability to perform the clinical tests and record and refer to guidelines if the test is beyond the patient's abilities.
- Identify and act when own or others behaviour undermines equality, diversity or professionalism
- Appropriately direct onward referral to Orthoptists, Optometrists and Ophthalmologists.
- Recognise equipment/stock issues and report to the Nurse Manager
- Feedback any outcomes/concerns
- Contribute to the management of a safe working environment by minimising clinical risk
- Report any incidents, untoward incidents, complaints and near misses to self, patients or carers to the appropriate professional within the stated timescales and record these on Datix.
- Assess whether the registered staff should be made aware of the results prior to installation of eye drops

PLANNING/ORGANISATIONAL SKILLS

- Exercise good personal time management, punctuality and consistent reliable attendance.
- Work with manager to co-ordinate imaging service for patients
- Organise imaging training for new and existing staff.
- Organise own day to day activity and that of staff undertaking imaging and other support tasks, delegating activities and providing advice as appropriate.
- Works closely with the IT and EBME departments to ensure IT links are sustained
- Ensure all equipment is available, is regularly serviced and maintained in a clean and satisfactory state for use.
- Liaise with manufacturers / suppliers to coordinate servicing of equipment

PATIENT/CLIENT CARE

- Be responsible for their own clinic lists working collaboratively with colleagues to ensure the patient receives the correct diagnostic images required.
- Make judgements on the need for further imaging where more pathology and/or abnormal/unexpected results becomes evident during scans / photographs.
- To demonstrate clinical competence developed through continual professional development, reflective practice and maintain a skills portfolio relevant to the service specification.
- To ensure that the environment is clean, safe, tidy and welcoming for patients and visitors
- Provide information to patients and carers as required.
- The post holder is expected to comply with Trust infection control policies & conduct him/herself at all time in a manner as to minimise the risk of health care associated infections.
- Following appropriate training, be able to carry out specific Ophthalmic tests / or other relevant clinical tests under the direction of, but without direct supervision of trained / registered staff.
- **Ophthalmic Investigations may include:**
 Visual acuity testing (LogMAR)
 iCare Tonometer

Ocular Response Analyser (ORA)
 Optical Coherence Tomography. (OCT)
 Optical Coherence Tomography Angiography (OCT-A)
 Fundus Fluorescein Angiography (FFA)
 Indocyanine Green Angiography (ICG)
 Wide Field Fundus Photography.
 Anterior Segment Optical Coherence Tomography and Photography
 Humphrey Visual Fields Testing
 Auto refraction.
 Corneal Tomography

POLICY/SERVICE DEVELOPMENT

- Participate in opportunities to improve the service, taking account of resources available, discussing your ideas with colleagues and Manager.
- Be aware of and follow local and national guidelines.
- Contribute to the development, implementation and review of service clinical pathways, department policies, protocols and guidelines relating to ocular imaging.
- Be aware of and follow the Health and Safety at Work Act and local/national guidelines, reporting any incidents using the correct procedures (DATIX).
- Report any accidents/ untoward incidents/ near misses to self, patients or carers to the manager in accordance with Trust policy.
- Be aware of and follow Trust policies and procedures and relevant codes of professional practice.

FINANCIAL/PHYSICAL RESOURCES

- Be responsible for safe and competent use of all equipment and ensure junior/clinical support workers obtain competency prior to use.
- Ensure equipment has appropriate checks made.
- In the case of instrument failure to undertake basic fault finding and when unable to rectify the situation escalate to the appropriate team in EBME or IT and inform the nurse manager and head of optometry. When required acting as a liaison or department point of contact with the equipment manufacturer.
- Demonstrate and instruct on the use of equipment to ensure safety.
- Support the team and manager in the efficient and effective use of resources.
- Responsible for ordering and maintaining stock for the ophthalmic photography equipment within budgetary limits. e.g. Printer cartridges, specialist lenses and other sundries that are directly related to the imaging equipment. Assist with stock control and requesting supplies as appropriate for the ophthalmic medical photography services.
- Support the service lead in the evaluation of ophthalmic imaging equipment when it is possibly due for replacement in line with current national standards and guidelines

HUMAN RESOURCES

- Provide imaging training for relevant staff and other agencies.
- Supervise junior staff, students and other members of staff where necessary.
- To act as a role model for other staff members
- Maintain own professional development and attending training, including all mandatory training to enhance the role within the clinical area.
- Participate in clinical supervision
- Participate in staff appraisal as appraisee, identifying own areas for development in line with Knowledge and Skills Framework Competencies.
- Be prepared to share areas of knowledge and experience both formally and informally.

- Provide 121s and appraisals for OA and imaging staff.

INFORMATION RESOURCES

- Inputting, storing and providing information on relevant IT systems and patient records as per best practice principles
- Maintaining databases and transfer of images in line with Trust policies on data and information governance policies.
- Use IT systems as part of daily work
- Contribute to the collection of statistical data, in order to monitor and develop team activity, using electronic and paper methods.
- Contribute to methods to most effectively manage caseload pressures.
- Maintain accurate and timely patient records using agreed standard formats.
- Maintain accurate records of training of ophthalmic assistants and imagers.
- To prepare images where necessary for referral to other centers and for audit/research activities.
- To observe the strictest confidentiality regarding information to which they have access, discarding confidential waste according to protocol.

RESEARCH AND DEVELOPMENT

- Maintain an up to date knowledge of all areas of clinical practice using a variety of CPD methods and to maintain a CPD portfolio.
- Participate in quality initiatives and clinical governance activities to improve the patient experience e.g. audit, research, service reviews.

PHYSICAL SKILLS

- Standard computer skills to maintain patient records, record activity, email and order equipment etc.
- Dexterity and accuracy in performing specific diagnostic tests and checking patients' visual acuity
- Setting up the imaging equipment for each individual patient's needs.
- Making and answering telephone calls.
- Assist in ensuring the imaging equipment is well maintained
- Ability to instil prescribed eye drops to enable examination
- Ability to travel to meet the requirements of the post.

PHYSICAL EFFORT

- Manually handle equipment (wheelchairs, health care equipment) and furniture frequently, following ergonomic risk assessment as per statutory training and service risk assessment.
- Obtaining diagnostic imaging requires many working positions, such as leaning forward, sitting at imaging equipment, awkward posture may need to be maintained whilst working with patients with physical disabilities to manipulate the imaging equipment.
- Treatment may necessitate working in restricted positions or limited space.
- Daily moving and handling of patients in relation to their assessment and treatment.
- Requirement to respond speedily to crisis situations when significant physical effort may be required e.g. cardiac arrest

MENTAL EFFORT

- Manage competing demands of providing services on a daily basis.
- Read, decipher and interpret patient information.
- Work in an unpredictable work pattern.
- Concentration required to carry out clinical tests, monitoring and recording of observations and to encourage the patient whilst testing is in progress
- Concentration required to provide and deliver training programmes

EMOTIONAL EFFORT

- Work with patients who may have a poor visual prognosis or significant visual loss requiring support and empathy
- Work with patients in the aftermath of bad news.
- Work with patients with mental health problems and occasional challenging behaviour.

WORKING CONDITIONS

- Lone working as required in accordance with Trust policy and procedures.
- If necessary, the post holder will be expected to be able to deescalate or deal with sensitive issues or verbal aggression
- Frequent contact with body fluids, infection and unpleasant smells.
- There may be occasional exposure to fleas, lice, illnesses, body fluids etc
- Maintain up to date Infection Control knowledge and use appropriate personal protective equipment
- Dispose of clinical waste and personal protective equipment appropriately

OTHER RESPONSIBILITIES

Take part in regular performance appraisal.

Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling

Contribute to and work within a safe working environment

You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
- Undertake a Display Screen Equipment assessment (DES) if appropriate to role.

DISCLOSURE AND BARRING SERVICE CHECKS

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

PERSON SPECIFICATION

Job Title	Ophthalmic Imaging Co-ordinator and Trainer
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Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING		
First level degree in related subject or equivalent evidence of clinical ability and experience or equivalent experience	E	
Thorough knowledge of Ophthalmic Imaging and specialist ophthalmic imaging equipment	E	
KNOWLEDGE/SKILLS		
Must have wide experience of ophthalmic technical / diagnostic equipment	E	
Experience of working with photographic equipment, computers, data handling, calibration of equipment, technical experience	E	
Evidence of continuing professional development	E	
Evidence of participating in Clinical Audit		D
Excellent communication skills	E	
Standard IT skills and experience of acquisition software packages	E	
Accurately assess spectacle prescriptions using focimetry (manual or auto)		D
Ability to undertake ophthalmic training / ophthalmic course	E	
EXPERIENCE		
Appropriate clinical experience and competence in the field of ophthalmology/optometry/orthoptics as an ophthalmic/optical/orthoptic technician.	E	
Multi-disciplinary team working	E	
Ability to converse knowledgeably about the testing process to ensure patient co-operation and test accuracy	E	D
Experience in diagnostic hub settings		D
One year's experience working within an ophthalmic clinical setting		D
Experience of supervising a team and training others	E	D
PERSONAL ATTRIBUTES		
Able to work as a team member	E	
Good time management		
Good organisational skills	E	

Self-awareness of own levels of competence	E	
Understand the need for professional conduct	E	
	E	
OTHER REQUIREMENTS		
The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.	E	
Ability to travel to other locations as required	E	

WORKING CONDITIONS/HAZARDS		FREQUENCY (Rare/ Occasional/ Moderate/ Frequent)			
		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	N				
Contact with patients	Y				
Exposure Prone Procedures	N				
Blood/body fluids	Y		Y		
Laboratory specimens	N				
Hazard/Risks requiring Respiratory Health Surveillance					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	N				
Respiratory sensitisers (e.g isocyanates)	N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	N				
Animals	N				
Cytotoxic drugs	N				
Risks requiring Other Health Surveillance					
Radiation (>6mSv)	N				
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	N				
Noise (over 80dBA)	N				
Hand held vibration tools (=>2.5 m/s2)	N				
Other General Hazards/ Risks					
VDU use (> 1 hour daily)	Y				Y
Heavy manual handling (>10kg)	N				
Driving	Y		Y		
Food handling	N				
Night working	N				
Electrical work	N				
Physical Effort	Y		Y	Y	
Mental Effort	Y				Y
Emotional Effort	Y		Y		
Working in isolation	Y		Y		
Challenging behaviour	Y		Y		