

JOB DESCRIPTION

JOB DETAILS	
Job Title	Ophthalmic Photographer
Reports to	Head of Ophthalmic Imaging
Band	5
Department/Directorate	Ophthalmology/Surgical Service

JOB PURPOSE
<p>The post holder will be an experienced Ophthalmic Photographer and will facilitate the assessment, diagnosis and treatment of patients, providing a variety of diagnostic ophthalmic imaging.</p>

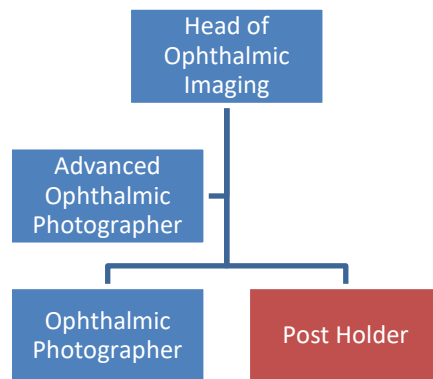
KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> • Provide ophthalmic photography and illustration within the West of England Eye Unit and related community hospital sites in line with expansion plans for the current service. • Working without direct supervision to provide a high-quality technical service of ophthalmic diagnostic testing and imaging for both adults and paediatrics, under the direction of the Head of Service. • Provide a variety of diagnostic ophthalmic medical imaging following achievement of local competences. Diagnostic illustration includes, ocular coherence tomography, digital retinal imaging- anterior and posterior images, fundus fluorescein angiography, indocyanine green angiography, corneal tomography, use of handheld cameras & slit-lamp camera & other ophthalmic imaging equipment. • Provide training and supervision for ophthalmic imaging techniques for junior technicians from 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. • Prepare and present the results of OCT, Fundus Fluorescein angiography and wide field angiography to the consultant, medical and multi-disciplinary practitioner team at MDT meetings as required. • Ability to Work autonomously and work closely with all members of the multi-disciplinary team. • Work within local agreed competencies, departmental guidelines and protocols without direct supervision. • Work within a variety of sub speciality ophthalmology clinics to meet the developing needs of the photography and digital imaging service. • Champion new services to work in innovative ways to promote ocular health.

- Be responsible for own caseload and clinics, such as Naevus, AMD and diagnostic clinics.

KEY WORKING RELATIONSHIPS

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> • Patient and carers • Consultant Ophthalmologists, other medical staff • Other Ophthalmic specialists and practitioner lead • Optometrists • Orthoptists • Cluster Manager for Ophthalmology • Technician/Nurses/Practitioner Lead • WEEU DCU and OPD staff • Medical secretaries • Booking/administration staff • IT Services 	<ul style="list-style-type: none"> • GPs • National and local voluntary organisations, charities and volunteers

ORGANISATIONAL CHART



FREEDOM TO ACT

- Act as Ophthalmic Photographer in the Imaging service, providing support, in relation to clinical care to colleagues.
- To work as a photographer in the community/ hospital setting (as appropriate) without immediate supervision.
- Work within codes of practice, professional guidelines broad occupational policies and organisational standards of practice.
- Be professionally accountable for all aspects of your own work, within the context of an autonomous photographer.
- Understands and recognises own limitations and refers to a more experienced staff member (e.g. Head of Service, Optometrist, Orthoptist) or senior medical staff when required.

COMMUNICATION/RELATIONSHIP SKILLS

- Communicate effectively with all members of the multi-disciplinary team, including ophthalmologists, orthoptists, nurses, optometrists and other professional groups within the ophthalmic department.
- Independently participate in presenting ophthalmic imaging to the consultant, medical and practitioner multi- disciplinary team.
- Communicate effectively and sensitively with patients of all ages, ethnicity and learning abilities, gaining consent and giving instruction and explanation of tests to ensure optimum imaging results are obtained.
- Work when necessary with interpreters, relatives and support workers to ensure informed patient consent is gained.
- Provide clear concise documentation in patients' electronic health records.
- Ensure patient confidentiality is maintained at all times and comply with the data protection acts.

ANALYTICAL/JUDGEMENTAL SKILLS

- Ability to make effective decisions in critical situations or during busy clinics, evaluate and prioritise workload.

- Ability to personalise the diagnostic tests to the patient and the individual circumstances

PLANNING/ORGANISATIONAL SKILLS

- Be responsible for the organisation on a daily basis for ophthalmic illustration.
- Effectively plan, prioritise and manage own time and work load effectively without direct supervision.
- Assist with stock control and requesting supplies as appropriate for the ophthalmic medical photography services.
- Bring problems to the attention of the line manager as appropriate.
- Work closely with the line manager and other service leads to ensure the service remains effective and safe and facilitate service improvement and development.
- Prioritise work load on a daily basis to allow the smooth running of imaging and virtual clinics whilst delivering a high-quality service.
- Assist with general clerical and administrative duties related to ophthalmic imaging services
- Provide technical imaging support to the medical teams, optometrists, orthoptists and nursing team as the service requires.
- Champion quality initiatives that improve the patient experience and enhance the interface between staff, patients and visitors via systems of audit.
- Works closely with the IT department to ensure IT links are sustained and robust.

PATIENT/CLIENT CARE

- Assessment of patients on a day-to-day basis
- Positioning patients at the Ophthalmic imaging equipment to obtain diagnostic imaging.
- Moving, handling and assisting patients to position at the imaging equipment
- Assisting patients to maintain good position at the equipment to obtain maximum quality of imaging possible.
- Accurately and independently performs visual acuity using Logmar, Optical coherence tomography, fundus fluorescein angiography, digital anterior segment and retinal imaging including ultra-widefield fundus photo.

POLICY/SERVICE DEVELOPMENT

- Assist the line manager to develop and implement policy and service changes for the ophthalmic imaging / photography department as service development requires.
- Contribute to suggestions for the ophthalmic medical photography and digital imaging service, champion new services and to maintain best practice related to ophthalmic illustration.

FINANCIAL/PHYSICAL 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.
- Responsible for ophthalmic imaging equipment

HUMAN RESOURCES

- Contribute to and provide training as appropriate to other members of the ophthalmology multi-disciplinary team in relation to the use of ophthalmic photography and digital imaging equipment for the illustration of ophthalmic pathology.
- Provide clear instructions and accurate information to other team members when training, taking care to monitor and evaluate their work fairly to ensure standards are maintained and implemented effectively in line with unit protocols and competencies.

INFORMATION RESOURCES

- Regular use of electronic patient records
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RESEARCH AND DEVELOPMENT

- Participate in research and clinical trials as requested
- Contribute to the collection of imaging data for audit purpose.
- Participate in audit to evaluate the imaging quality of the virtual pathways
- Observe the working practices of others and contribute to service improvements where appropriate

PHYSICAL SKILLS

- Dexterity and accuracy
- 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 travel to community hospital locations to meet the requirements of the post
- To maintain up to date standard computer skills required for the general administrative duties

PHYSICAL EFFORT

- 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.
- Manual handling is regularly required to transfer patients from wheel chair to examination chair to obtain images, and pushing patients in wheel chairs.

- Clerical work and data input require computer key board skills, accurately inputting patient data into computerised imaging equipment and digitalised patient records.

MENTAL EFFORT

Regular episodes of concentration are a necessary part of the position, for example when performing fluorescein angiography.

EMOTIONAL EFFORT

Caring for patients who have sight loss and/or sight threatening conditions can be emotionally demanding

WORKING CONDITIONS

If necessary, the post holder will be expected to be able to deescalate or deal with sensitive issues or verbal aggression

Large department with high volumes of patients can result in loud noise from conversations had between staff and patients.

Being in vicinity of bodily fluids, for example tears and blood.

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.

Northern Devon Healthcare NHS Trust and the Royal Devon and Exeter NHS Foundation Trust continue to develop our long standing partnership with a view to becoming a single integrated organisation across Eastern and Northern Devon. Working together gives us the opportunity to offer unique and varied careers across our services combining the RD&E's track record of excellence in research, teaching and links to the university with NDHT's innovation and adaptability.

PERSON SPECIFICATION

Job Title	Ophthalmic Photographer
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Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING		
Registered with relevant governing body (Institute of Medical Illustrator, Academy for Healthcare Science – Ophthalmic and vision science)	E	
First level degree in related subject or equivalent evidence of clinical ability and experience	E	
Recognised teaching qualification or prepared work towards		D
KNOWLEDGE/SKILLS		
Excellent verbal and written communication skills	E	
Ability to manage own case/workload	E	
Ability to lead other clinical staff & junior staff	E	
Ability to review the performance and development of other staff	E	
Ability to participate in research and audit activity	E	
Ability to implement and manage changes to practice successfully	E	
Computer literacy	E	
EXPERIENCE		
Relevant post registration experience at Band 5 or equivalent in Ophthalmology for a minimum of 3 years	E	
Experience of multi-professional working	E	
Experience of teaching in practice		D
Ability to support and influence change	E	
PERSONAL ATTRIBUTES		
Able to work as an effective team member	E	
Diplomatic, calm and objective	E	
Highly motivated and enthusiastic	E	
Personally and professionally mature	E	
Demonstrates enthusiasm whilst recognising own limitations	E	
OTHER REQUIREMENTS		
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				X
Exposure Prone Procedures	N				
Blood/body fluids	Y			X	
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)	Y				
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				X
Heavy manual handling (>10kg)	Y	X			
Driving	Y	X			
Food handling	N				
Night working	N				
Electrical work	N				
Physical Effort	Y	X			
Mental Effort	Y				X
Emotional Effort	Y				X
Working in isolation	N				
Challenging behaviour	Y	X			