

## JOB DESCRIPTION

JOB DETAILS	
<b>Job Title</b>	Dermatology Photographer Support Worker
<b>Reports to</b>	Locality Business Manager – Community Ambulatory & Phlebotomy
<b>Band</b>	Band 3
<b>Department/Directorate</b>	Community Ambulatory Services

JOB PURPOSE
<ul style="list-style-type: none"> <li>This role will support the launch of a new 2 Week Wait (2WW) telederm clinic around Mid and East Devon. The post holder will have the opportunity to work closely with the consultant dermatologists to implement an efficient patient pathway experience.</li> <li>The post holder will be responsible for taking telederm pictures for patients that have been referred by their GP to the 2WW telederm services, uploading the images and sending them with the referral to the telederm provider.</li> <li>The post holder will work within the Community Ambulatory and Phlebotomy Team, but their main role will be directed by the Dermatology department and will primarily be the undertaking of taking telederm pictures as above. In less busy periods, the post holder will support the Community Ambulatory &amp; Phlebotomy team with tasks outlined in the patient/client care section of this Job Description.</li> </ul>

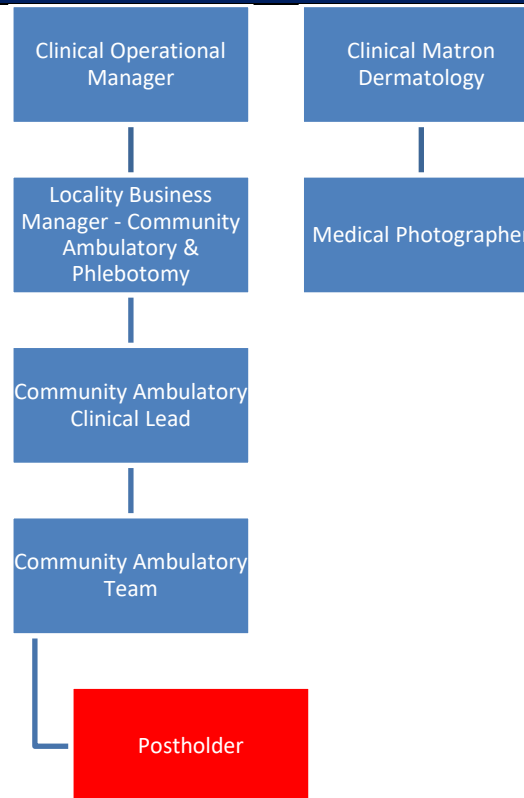
KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> <li>Communicate effectively and professionally with multidisciplinary members of the team, patients and their family/carers.</li> <li>To work as a member of a multidisciplinary team establishing effective communication across organisations.</li> <li>To demonstrate excellent verbal communication through the ability to give basic information about the Telederm process and support to individuals and to modify the approach to individual needs of the patients.</li> <li>To demonstrate excellent documentation on a range of IT platforms as required.</li> <li>Ensure patients understand any consent issues.</li> <li>Liaise directly with the appropriate clinical staff for any clarification related to photographic requirements.</li> <li>Use a secure clinical image (system) for online delivery of images.</li> <li>To ensure that the equipment is well maintained and stored appropriately.</li> <li>To liaise with Skin Analytics/IT as necessary</li> </ul>

KEY WORKING RELATIONSHIPS				
<p>Areas of Responsibility: (type of work undertaken)</p> <p>No. of Staff reporting to this role: (If applicable)</p> <p>The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis. In addition, the post holder will deal with the wider healthcare community, external organisations and the public. This will include verbal and electronic media.</p> <p>Of particular importance are working relationships with:</p> <table border="1"> <thead> <tr> <th>Internal to the Trust</th> <th>External to the Trust</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Internal to the Trust	External to the Trust		
Internal to the Trust	External to the Trust			

- Community Nursing Teams
- Community Ambulatory Teams
- Clinical Matron Dermatology
- Clinical Nurse Manager Dermatology
- Multi-disciplinary Teams
- Medical Photographer

- Patient, relatives and carers
- General Practitioners
- Other members of Primary care
- Agencies and other providers

## ORGANISATIONAL CHART



## FREEDOM TO ACT

- Work autonomously without direct supervision within their area of practice. Someone will be available for reference, though this may be via telephone/MS Teams
- Work will be prioritised work according to time scales required considering any clinical risks. Work within scope of practice.
- Work within organisational Policies, Procedures and Standard Operational Procedures (SOP) and knowledge of where to reference these.
- Is responsible for taking decisions alone in emergency situations e.g. finding a collapsed patient.

## COMMUNICATION/RELATIONSHIP SKILLS

- The post holder will communicate effectively across a wide range of channels and with a wide range of individuals, the public and health social and care professionals. They will use both verbal and non-verbal methods of communication, dependent on the needs of the patient and address communication barriers. They should demonstrate the interpersonal skills that demonstrate empathy, compassion, courtesy, respect and trust.
- Effectively communicates information relating to patient's health and nursing care. Utilises interpersonal skills.
- Act as a positive role model to portray a consistent professional image of the RDUH.
- Keeps accurate contemporaneous documentation using the organisation's documentation,

both written and electronic.

- Awareness of different communication needs of patients, carers and relatives.
- Ensure all patient related information is treated sensitively and adhere to the principals of confidentiality at all times.
- The postholder should be able to challenge constructively within the multidisciplinary team, in an appropriate and professional manner, whilst acting as the patients advocate.

#### **ANALYTICAL/JUDGEMENTAL SKILLS**

The Dermatology Photographer Support Worker is expected to develop competence to;

- Analyse and act appropriately in complex situations and escalate where required to the Clinical Nurse Manager or Clinical Matron.
- Recognise risk factors to staff, patients and carers and escalate as appropriate.
- Understand the implications of the Mental Capacity Act and acts to assess capacity as appropriate.

Ability to adhere to strict routine protocols for telederm and to be discrete and maintain confidentiality in accordance with current Data Protection legislation and other relevant official policies and guidance

#### **PLANNING/ORGANISATIONAL SKILLS**

- Work without direct supervision to undertake delegated clinical activities as directed by the Clinical Nurse Manager/Clinical Matron and the Eastern Services Dermatology Team

#### **PATIENT/CLIENT CARE**

The Dermatology Photographer Support Worker will;

- To undertake medical photography activities, ensuring ethical practices are followed.
- To engage with and undertake all necessary training in use of the Skin Analytics equipment/platform to ensure proficiency in hosting the clinic. Engage in all offered training by Trust Medical Photographer to ensure proficiency in taking high quality medical images.
- The postholder will be responsible for singularly hosting a clinic session, wherein they will welcome attending patients in; verify patient identity and lesion identity; complete a patient questionnaire with those patients who haven't completed prior to appointment; undertake clinical photography of the patients' lesion(s); make accurate records of attendance within EPIC; upload taken images to the Skin Analytics AI platform for review.
- Ensure that they are aware of and work within the standards set out in the Code of Conduct for Healthcare Support Workers.
- Be responsible for ensuring quality of all photography produced within the department is of a highly professional nature. That the condition has been accurately interpreted and the correct lighting technique has been used to ensure it is medically and legally valuable, measuring against recognised national/local standards.
- Demonstrate own clinical competence developed through continual professional development, reflective practice and maintenance of clinical competencies.
- Report any untoward incidents, complaints and clinical emergencies to the appropriate professional within the appropriate times.
- Seek out an identified chaperone within the site of clinic when appropriate/requested by the patient.

While not engaged in undertaking telederm photography, the postholder may be expected to support the Community Ambulatory & Phlebotomy teams with the following:

- To contribute to the assessment of patient needs and the evaluation of care programmes within the Ambulatory sites (Sidmouth & Tiverton).
- To provide patient care as directed by an RGN in accordance with the specifications of each

patients care needs.

- To undertake skilled clinical activities for which training and competency assessment has been undertaken.
- To take part in the running of blood clinics within Eastern community hospital sites.
- To collect blood samples from secondary care patients over the age of 16.

#### **POLICY/SERVICE DEVELOPMENT**

To work within the Trust's Policies, Procedures and Standard Operating Procedures (SOP). To maintain the Trust's Standards of Clinical Governance.

#### **FINANCIAL/PHYSICAL RESOURCES**

Exercise personal duty of care in the safe use and storage of equipment. Be environmentally aware and prudent in the use of resources and energy. Ensure safe keeping of patient property, in line with Trust policy.

Ensure that adequate stock levels are maintained through standard ordering procedure, non-stock requisition and sourcing individualised resources through procurement.

#### **HUMAN RESOURCES**

- Act responsibly in respect of colleague's health, safety and welfare following safety at work practices, whilst working in compliance with local health and safety policy and guidance.
- Recognises and respects equality and diversity, demonstrating an inclusive approach in all environments.
- Understands the importance of role modelling and participates in the training and supervision of staff as appropriate to the postholders' competency.
- Ensure adherence to safe lone working practices and use of staff tracking systems.
- Participate in supervision and annual appraisal with a Clinical Nurse Manager to support professional development.
- Individual responsibility to complete mandatory training in line with electronic staff record.
- To support other teams/areas where clinical risk has been identified

#### **INFORMATION RESOURCES**

- Recording, storing and providing information in relation to patient records following GDPR guidance. Accurately completing and maintaining effective patient's records, both written and electronically.
- Completing electronic patient activity effectively to facilitate data collection.
- Recording and storing information on relevant IT systems.
- Follow all information governance guidance and policies, maintain confidentiality as outlined within Trust policies.

#### **RESEARCH AND DEVELOPMENT**

- To actively promote and collect patients, relatives and carer feedback of the community services, to help facilitate learning and improvement.
- To participate in relevant audits.

#### **PHYSICAL SKILLS**

- Develop a range of clinical skills that have been obtained through practice, this includes relevant photography training.
- Developed physical skills through hand eye coordination when undertaking clinical tasks
- Daily work includes frequent driving, sitting/standing and walking, moving equipment, frequent use of IT equipment. The postholder will need to demonstrate keyboard skills to support their own learning and entering information into the patient record system.

#### **PHYSICAL EFFORT**

- Driving, including flexibility of moving between environments.
- Manual handling.

- Manual dexterity to perform clinical tasks including documenting on IT systems.

### **MENTAL EFFORT**

Mental effort is required for more than half of your individual shifts. This could be around:

- Understanding of a range of procedures which are evidence based.
- Frequent concentration to interpret guidance into practice.
- Ability to be able resilient to the predictable and unpredictability of workload.

### **EMOTIONAL EFFORT**

- The post holder will be working with patients who fall within the cancer treatment pathway who may be distressed.
- Working with patients with mental health, learning disabilities and challenging behaviour

### **WORKING CONDITIONS**

Frequent daily contact with:

- Smells
- Dust
- Working with patients who present with challenging behaviour
- Frequent contact with adverse weather conditions whilst out in the community

### **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

<b>Job Title</b>	Dermatology Photographer Support Worker
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Requirements	Essential	Desirable
<b>QUALIFICATION/ SPECIAL TRAINING</b>		
<ul style="list-style-type: none"> <li>A full practice-based level 3 qualification Or equivalent experience</li> <li>English &amp; Mathematics at GCSE grade A-C (9-4) or level 2 functional skills</li> </ul>	X X	
<b>KNOWLEDGE/SKILLS</b>		
<ul style="list-style-type: none"> <li>Basic computer/keyboard skills.</li> <li>Fine motor skills – for photography and other clinical tasks</li> <li>Healthcare competencies appropriate to area of work</li> <li>Good interpersonal and communication skills.</li> <li>Understands the need for strict confidentiality.</li> <li>Working knowledge of complex care needs of some families including Safeguarding Children &amp; Adults, Domestic Abuse and Mental Health.</li> <li>Able to prioritise and organise work.</li> <li>Able to work under instruction, under pressure and as part of a team.</li> <li>Record keeping competency in handwritten and electronic records.</li> </ul>	X X X X X X X X X	X    X
<b>EXPERIENCE</b>		
<ul style="list-style-type: none"> <li>Previous experience in a care environment or able to demonstrate a caring nature/ life experience.</li> </ul>	X	
<b>PERSONAL ATTRIBUTES</b>		
<ul style="list-style-type: none"> <li>Able to demonstrate empathy, sensitivity, and to adapt communication style to circumstances.</li> <li>Able to manage stress in themselves and others.</li> <li>Able to offer support at times of emotional distress.</li> <li>Willingness to undertake new skills and training</li> <li>Physical ability to undertake demanding moving and handling tasks, maintaining ward hygiene and stock levels.</li> <li>Able to work as a team member or independently</li> <li>Ability to adapt behaviour to changing and challenging situations.</li> <li>To be flexible, adaptable, reliable and punctual.</li> </ul>	X X X X X X X X	
<b>OTHER REQUIREMENTS</b>		
<ul style="list-style-type: none"> <li>The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust</li> <li>Be willing to work throughout the Cluster, Division and Trust according to service need.</li> <li>Flexible working regarding working in a range of clinical settings, environments and shift patterns.</li> <li>Valid driving licence and use of car</li> </ul>	X X X X	

WORKING CONDITIONS/HAZARDS		FREQUENCY (Rare/ Occasional/ Moderate/ Frequent)			
		R	O	M	F
<b>Hazards/ Risks requiring Immunisation Screening</b>					
Laboratory specimens	Y				X
Contact with patients	Y				
Exposure Prone Procedures	Y		X		
Blood/body fluids	Y				
Laboratory specimens	Y				X
<b>Hazard/Risks requiring Respiratory Health Surveillance</b>					
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			X	
Animals	Y				X
Cytotoxic drugs	Y		X		
<b>Risks requiring Other Health Surveillance</b>					
Radiation (>6mSv)	N				
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	Y		X		
Noise (over 80dBA)	N				
Hand held vibration tools (=>2.5 m/s2)	N				
<b>Other General Hazards/ Risks</b>					
VDU use (> 1 hour daily)	Y				X
Heavy manual handling (>10kg)	Y		X		
Driving	Y				X
Food handling	Y			X	
Night working	Y				
Electrical work	N				
Physical Effort	Y				X
Mental Effort	Y				X
Emotional Effort	Y				X
Working in isolation	Y				X
Challenging behaviour	Y				X