

## Job Details

Job Title:	Ophthalmic Technician
Hours of Work:	37.5
Band or Grade:	3
Department:	Ophthalmology
Division:	Surgery
Base:	Boston House

## Reporting Arrangements

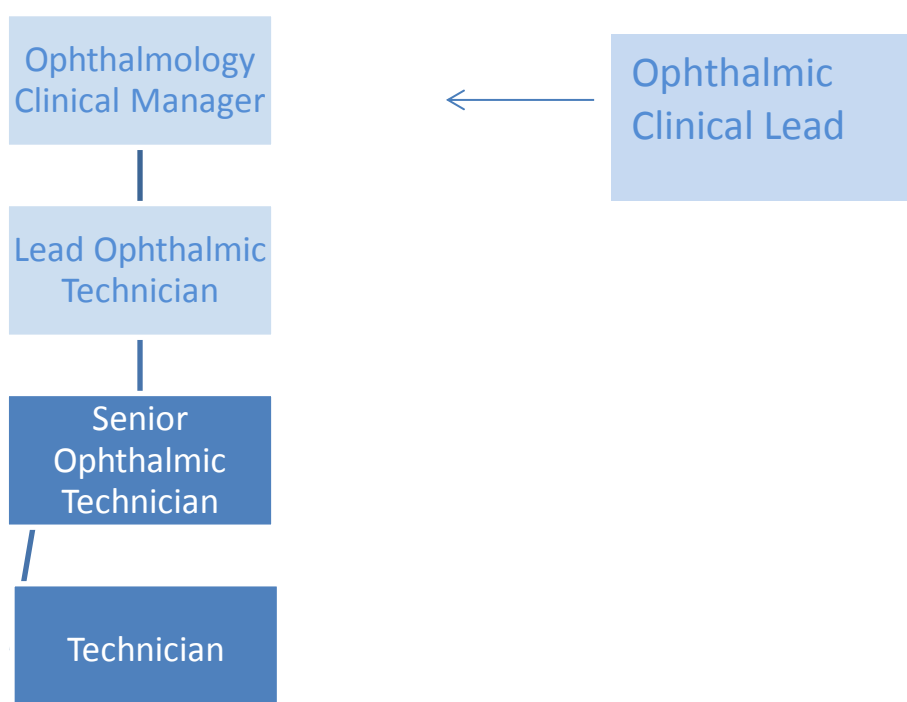
Managerially Accountable to:	Lead Technician
Professionally Accountable to:	Ophthalmology Clinical Manager/Clinical Lead

## Job Purpose

The post holder will provide specialist imaging for the Ophthalmology Service and have knowledge of all technical equipment within the department.

Under the supervision of the Lead technician and Senior technician to organise repair, give advice on new equipment needed, working knowledge of software and networking etc.

## Organisation Chart



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## Duties and Responsibilities

### Key results from the job holder

- To liaise with the Lead Technician to ensure smooth and efficient running of clinic.
- To maintain high levels of cleanliness and tidiness within the working environment following Trust, departmental and medical supplier's policies.
- To undertake administration tasks as required by the post to plan and work within schedules.
- To review patients records / referral to determine the type of test required by doctor/clinician.
- To follow protocols and patient pathways in relating to the Ophthalmic Imaging Service

### Communications and Key Working Relationships

- To accurately assess the Visual acuity of patients attending for ophthalmic imaging procedures.
- To instil dilating drops for the purposes of retinal imaging.
- To advise the patient, when necessary, the effects of drops used i.e. daily living tasks such as precautions with driving and blurred near vision and reading.
- To competently perform ophthalmic imaging procedures such as Visual field testing (automated and manual), retinal and ocular photograph and biometry.
- To undertake focimetry (manual and automated) and hand neutralization of glasses to ensure accuracy of visual field testing.
- Adjust the camera setting appropriately and trouble shoot any camera/hardware issues that arise before reporting any problems according to Trust procedure.
- To assist with Minor procedure
- To give clear and concise explanation and test instructions to patients to ensure maximum understanding and co-operation takes place.
- To communicate with patients in difficult situations showing understanding, respect and empathy. (This could include unpleasant news such as cancellation of appointments and delays in clinics)
- To provide reassurance, advice and comfort to all patients.

### Responsibility for Education, Teaching and Development

- To be competent in the use of computer software in retinal imaging and input of relevant patient and clinical information.
- To maintain accurate patient records in accordance with Trust and departmental policies
- To maintain statistical requirements for ophthalmic imaging clinics.
- Access relevant information systems for communication and research e.g. email and Internet.
- Be competent in the use of software systems (e.g. PAS, Zeiss, Heidelberg and IBEX etc) to enable smooth running of the clinics and accurate patient care.

### Responsibility for Research

- To contribute towards the on-going development of the service and care to patients.
- To follow all Trust and departmental policies and procedures.
- To take part in and be aware of directorate clinical governance including clinical audit.

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- To maintain up to date knowledge and attend relevant in-house and external courses.
  - To work shadow other related professionals in order to develop and increase knowledge of diabetic related conditions and ocular diseases.

### **Responsibility for Finance**

- To report any faults of capital or software equipment
- To maintain equipment to full working standards
- Maintain effective uses of resources and stock management.
- To be responsible for the security of own working areas and equipment

### **Responsibility for Human Resources**

- To implement departmental and Trust policies and procedures into own working area.
- To aid in the training of new starters by demonstrating own work place activities.
- To undertake annual personal development review
- To be involved in peer review

### **Responsibility for Health & Safety**

Compliance with the Health & Safety at Work Act 1974 – the post holder is required to fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards, and a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

### **Work Circumstances**

As per the needs of the service.

### **Standard Duties & Responsibilities**

The Trust operates a No Smoking Policy.

All Wrightington Wigan and Leigh NHS Foundation Trust staff employed within Clinical Environments and have contact with children, vulnerable adults; service users and their families must familiarise themselves, be aware of their responsibilities and adhere to Local Safeguarding Children's Board, Local Safeguarding Adult Board and WWL Procedures for Safeguarding and Protecting Children which are available on the Trust Policy Library.

In accordance with Part 7 of the Immigration Act 2016, employees who are required to interact regularly with the public, both face to face, and by telephone, are required to be able to speak English to an appropriate standard relevant to their role, i.e. with confidence and accuracy, using correct sentence structures and vocabulary, and without hesitation.

Compliance with the General Data Protection Regulations 2016, Data Protection Act 2018 and Information Governance Principles – the postholder is not entitled to use for their own benefit or gain, or to divulge to any persons, firm or other organisation whatsoever, any confidential information belonging to the Trust or relating to the Trust's affairs or dealings which may come to their knowledge during employment.

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Compliance with the Health & Social Care Act 2008 – Code of Practice on the Prevention and Control of Infections and related guidance – the post holder is required to fulfil a proactive role towards the reduction and management of healthcare related infection in all of their actions. This entails compliance with Trust Infection Prevention and Control policy and related Standard Operating Procedure (SOP's); along with risk assessment of all situations; as staff have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Staff must be fully compliant with Trust Infection prevention and Control eLearning policy.

All applicants to any post within the Trust are required to declare any involvement either directly or indirectly with any firm, company, relevant person or organisation which has any interest with the Trust, the services provided by the Trust or any element of patient care. Failure to do so may result in an employment application being rejected, or if it is discovered after appointment the omission of such information could lead to dismissal. This includes any form of private practice relating to medical care.

Compliance with Trust Policies and Procedures including the Code of Conduct.

Compliance with Standing Financial Instructions (SFIs) – The SFI's identify the financial responsibilities which apply to everyone working for the Foundation Trust and its constituent organisations including trading units. Failure to comply with Standing Financial Instructions can in certain circumstances be regarded as a disciplinary matter that could result in dismissal. Compliance with the SFIs is monitored by the Finance Department and post holders are therefore required to understand their responsibilities outlined within this document and ensure compliance with its instructions.

Responsibility for all records (including patient health, financial, personal and administrative) that they gather or use as part of their work within the trust. The records may be paper, electronic, microfiche, audio or videotapes, x-ray images.

Any other duties appropriate to the grade. The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the postholder.

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