

JOB DESCRIPTION

Job title	Lead Ophthalmic Technician
Band	5
Managerial Reporting Responsibility	Deputy Head Orthoptist
Professional Reporting Responsibility	Head Orthoptist

Job Summary:

The Lead Ophthalmic Technician will be a senior member of the orthoptic and ophthalmology team, who supports the unqualified Band 3 and 4 ophthalmic technicians in the provision of support services to the ophthalmology department across Berkshire.

Alongside undertaking clinics including OCT scanning, Optos imaging and visual field assessment, the Lead Ophthalmic Technician will also be responsible for the training and development of ophthalmic technicians and will support the orthoptic team in provision of a comprehensive timetable for covering of face to face and virtual ophthalmology clinics.

The Lead Ophthalmic technician will work alongside clinical engineering to ensure that equipment is maintained and serviced in a timely manner, and will be responsible for reporting issues with clinical equipment to their line manager.

Clinical Responsibilities:

1. To provide visible leadership to the ophthalmic technician teams.
2. To be responsible for technical support to the Ophthalmology service.
3. To independently assess and interpret visual acuity measurements.
4. To independently perform accurate imaging of the retina using OCT scanning or Optos fundus photography on a range of patients referred from the ophthalmology service.

5. To undertake fundus fluorescein angiography and indocyanine green angiography using the Optos camera for patients who have been listed for these procedures.
6. To independently perform accurate visual field assessment using the Humphrey Visual Field Analyser on a range of patients referred from the ophthalmology service.
7. To select appropriate visual field tests taking into account patient ability i.e. age, visual acuity, mobility and diagnosis.
8. To undertake intraocular pressure measurement using automated Reichert ORA and i-Care tonometry.
9. To undertake corneal topography using the Pentacam scanner.
10. To undertake endothelial cell counts as indicated by the corneal service.
11. To adjust variables to ensure optimum performance for each patient.
12. To be able to measure patients' glasses accurately on a lens meter.
13. To use knowledge and experience to identify when a patient is not complying with an assessment and inform medical staff of the appropriateness of the test for these patients.
14. To be able to exchange information with patients using persuasion and reassurance to ensure best test results while making sure the patient is comfortable – many patients will be elderly and require moderate physical help. Empathy is needed when dealing with patients with sight threatening and life changing sight problems.
15. To liaise with other staff within the service to ensure a good patient experience, keep visits to a minimum and maximise resources.
16. To use knowledge of the anatomy and physiology of the eye and visual pathway to help identify pathology and adjust testing programmes as appropriate.
17. To ensure that results are fed back to the appropriate clinician.
18. To facilitate safe and effective running of digital/virtual ophthalmic services across the county.

Leadership responsibilities:

1. To oversee and supervise the work of ophthalmic technicians working within the department.
2. To develop competency based training programme with support from senior orthoptics and nursing teams, and maintain accurate records of team competency.
3. To undertake rostering of clinical duties for members of the ophthalmic technician team, in line with skills and competence.
4. To undertake training and development of new ophthalmic technicians, including clinical induction.

5. To undertake management duties as delegated by the Head Orthoptist or Deputy Head Orthoptist, including but not limited to recruitment, appraisal, return to work interviews as required.
6. To take an active role in teaching of ophthalmic technicians, orthoptists, optometrists and junior doctors.
7. To work independently within departmental guidelines and identify when input from other medical staff is required.
8. To communicate well with all members of the team and demonstrate a courteous and helpful approach to patients and visitors.
9. To be adaptable and manage the workload which may be unpredictable and require changes and prioritisation at short notice to meet demand.
10. To be responsible for liaising with clinical engineering regarding equipment issues and ensuring that equipment is serviced and ready for use.
11. To keep line manager informed of any equipment faults.

This job description is not exhaustive and will be subject to periodic review with the post holder.

POLICIES AND PROCEDURES

The post is subject to the policies, practices, procedures and conditions of service determined by the Trust. Particular attention is drawn to the following:

Standing Orders and Standing Financial Instructions

The Trust has in place financial regulations, known as Standing Orders and Standing Financial Instructions, that specify clearly the limits of authority individual members of staff have in relation to their duties and activities which have a financial resource implication, including non-pay items (e.g. ordering supplies) and pay. All members of staff must familiarise themselves with the limits of their authority and act in accordance with these limits in relation to any financial transactions they undertake on behalf of the Trust must comply with the limits of delegated financial authority and other requirements set out in those documents.

Confidentiality

Your attention is drawn to the confidential aspects of this post. Any matters of a confidential nature, including information relating to the diagnosis and treatment of patients, individual staff records and details of contract prices and terms must under no circumstances be divulged to any

unauthorised person or persons. Breaches of confidence will result in disciplinary action which may result in dismissal.

You should also be aware that regardless of any disciplinary action taken, a breach of confidence could also result in a civil action for damage.

Equality of Opportunity and Diversity

The Trust operates an Equality of Opportunity and Diversity Policy and welcomes all persons without regard to age, ethnic or national origin, gender or sexual orientation, religion, lifestyle, presenting illness, marital or parental status or disability. It aims to ensure that no job applicant, employee or former employee suffers direct unlawful or unfair discrimination, or is disadvantaged by any conditions or requirements which cannot be justified.

Health and Safety at Work

You are required to take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions at work and to co-operate with the Trust to ensure that statutory and departmental safety regulations are followed.

Medical Questionnaire

The appointment is subject to the completion of a satisfactory medical questionnaire which may involve a medical examination. The Job holder may also be required to undergo medical examinations in the future and/or at intervals stipulated by the Trust.

Information Security

The Job holder is expected to safeguard the confidentiality, integrity and availability of data, and ensure that Trust policies and statutory regulations are followed.

Fire

The post holder is required to comply with agreed fire procedures, taking the appropriate action if the fire alarm sounds, and to attend relevant training programmes as required.

Smoking

The Trust has a *Smoke Free* policy. Smoking is not permitted in any of the Trust's properties or in Trust grounds.

Health and Safety Statement

The Trust has designated the prevention and control of Health & Safety as a core component in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:-

- 1) Follow consistently high standards of Health & Safety practice, especially with reference to had adherence to dress/uniform code.
- 2) Be aware of and follow all Trust Health & Safety guidelines and procedures relevant to their work.
- 3) Participate in mandatory training updates.
- 4) Challenge colleagues who are not complying with Trust Health & Safety procedures and report to line manager.

Infection Control Responsibilities

The Trust has designated the prevention and control of infection and the full implementation of the Health Act (2006) as a core component in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:-

- 1) Following consistently high standards of infection control practice, especially with reference to had decontamination, adherence to dress/uniform code and for clinical staff, aseptic technique.
- 2) Being aware of and follow all Trust infection control guidelines and procedures relevant to their work.
- 3) Participating in annual mandatory training updates.
- 4) Challenging colleagues who are not complying with Trust Infection Control guides and procedures and report to line manager.

Safeguarding Children and Adults

The Trust takes the issues of Safeguarding Children and Adults very seriously. All employees have a responsibility to support the Trust in its duties by:-

- 1) Attending mandatory training on Safeguarding children and adults.
- 2) Being familiar with the individual and Trust requirements under relevant legislation.
- 3) Adhering to all relevant national and local policies, procedures, practice guidelines and professional codes.
- 4) Reporting any concerns to the appropriate manager or authority.

Lead Ophthalmic Technician

Person Specification

	ESSENTIAL	DESIRABLE
Qualifications	Undergraduate degree in ophthalmic imaging; or equivalent experience working as an ophthalmic technician. (A)	Registration with the Academy for Healthcare Sciences as an Ophthalmic and Vision Scientist. (A)
Experience	<p>Significant experience as a senior ophthalmic technician, including evidence of working single handedly to deliver virtual ophthalmic services. (A/I)</p> <p>Knowledge of how equipment works and care and maintenance of visual fields, OCT machines etc. (A/I)</p> <p>Experience of mentoring and supporting staff (A/I)</p>	Experience leading a team of ophthalmic technicians/clinical scientists across multiple sites (A/I)
Aptitude and skills	<p>Effective communication skills at all levels, including dealing with patients and clinicians. (A/I)</p> <p>Ability to work independently and exercise sound clinical judgement, particularly when undertaking digital clinics (A/I)</p>	Knowledge and use of medical computer systems, including Medisoft and EPR (A/I)

Personal qualities	Compassionate and caring (I) Self-motivated and outcome driven. (I) A team player who is able to work collaboratively. (I)	
Additional requirements	Ability to travel between sites to deliver clinical activity and for meetings. (A/I)	

GR Feb 2024