

Job title:	Specialist Clinical Photographer
Division:	Royal National ENT and Eastman Dental Hospitals
Board/corporate function:	Specialist Hospitals Board
Salary band:	AfC Band 6
Responsible to:	Assistant General Manager, Surgery
Accountable to:	General Manager, Surgery
Hours per week:	22.5
Location:	Based at RNENT&EDH and may be required to work across the Trust sites.

University College London Hospitals NHS Foundation Trust

University College London Hospitals NHS Foundation Trust (UCLH) is one of the most complex NHS trusts in the UK, serving a large and diverse population.

We provide academically-led acute and specialist services, to people from the local area, from throughout the United Kingdom and overseas.

Our vision is to deliver top-quality patient care, excellent education and world-class research. We provide first-class acute and specialist services across eight sites:

- University College Hospital (incorporating the Elizabeth Garrett Anderson Wing)
- National Hospital for Neurology and Neurosurgery
- Royal National ENT and Eastman Dental Hospitals
- Grafton Way Hospital
- Royal London Hospital for Integrated Medicine
- University College Hospital Macmillan Cancer Centre
- The Hospital for Tropical Diseases
- University College Hospitals at Westmoreland Street

We are dedicated to the diagnosis and treatment of many complex illnesses. UCLH specialises in women's health and the treatment of cancer, infection, neurological, gastrointestinal and oral disease. It has world class support services including critical care, imaging, nuclear medicine and pathology.

Clinical Photography Department

The department is located at the Royal National ENT and Eastman Dental Hospitals (RNENT&EDH). The aim of the service is to provide a comprehensive audiovisual (AV) service which includes photography, video, audio and graphic design. The clinical AV service presently provides support to specialised clinics for: rhinology, facial palsy, allergy, cranio-facial, orthodontic, oral medicine, periodontal and maxillo-facial conditions.

In addition, the Clinical Photography (CP) department uses the skills of photography, video, audio and design to produce patient information, document patient experience, support service improvement, assist staff training and development and to promote local services.

Staff must be professionally qualified and strive to achieve the highest quality standards. All work is treated with discretion, confidentiality and carried out in accordance with professional and Trust guidelines. Clinical audiovisual material has the potential to be used in a court of law. AV records of non-accidental images may require legal reports and there may also be a requirement to attend court as an expert witness.

The department has a commitment to continual professional development to ensure that the post holder is up to date with the latest AV skills.

Job Purpose

The Specialist Clinical Photographer will help provide a comprehensive visual communication service for adult and paediatric patients and staff at the RNENT&EDH. The postholder will predominantly work autonomously:

- To prioritise competing demands according to clinical need.
- To ensure timely completion of AV work in the department, escalating to the General Manager when required.
- To provide specialist knowledge in AV media with a lead role in video production.
- To ensure services are provided in line with professional codes of conduct, Trust policy and relevant national guidance.
- To act as a professional mentor to new staff in the department when required.

Key Working Relationships

Working relationships consist of patients, consultants, clinical staff, clients, general managers, divisional managers, heads of department and occasionally external clients.

Key Results Areas

1. Provide clinical audiovisuals to support the delivery of clinical care by recording the pathology and treatment of patients' conditions which is beneficial to both patient care and the education of staff in the Division.
2. Provide specialist knowledge to advise clients which audiovisual media – photography, video, audio or graphics – is most appropriate for the intended use within the timescale available.
3. To act as the specialist in video production, filming as a single operator.
4. Act autonomously to accept progress and complete audiovisual work within the agreed objectives of the service, adhering to Trust and professional institute policies and protocols.
5. To ensure all work adheres to Copyright Law, the Data Protection Act (1988), the General Data Protection Regulation (2016), and UCLH policies with particular attention to Consent, Information Governance and Corporate Identity.
6. To keep up-to-date with developments in clinical, scientific audiovisual and illustrative procedures and advise on potential improvements to the service.
7. Introduce new staff to the audiovisual processes specific to the RNENTEDH and mentor as necessary.

Main Duties and Responsibilities

1. Clinical Audiovisual (Photography, Video & Audio)

- 1.1. To provide clinicians with high quality audiovisuals for clinical assessment, diagnosis, records, teaching, clinical trials research and publication.
- 1.2. To record audiovisuals in the studio, on wards, in clinics and in the operating theatre. This will involve documenting various anatomical areas, principally the head and neck
- 1.3. To use tact and diplomacy to explain to patients, carers and parents the reason for the audiovisual request the consequences of consent and their right to refuse/change their mind; thereby ensuring that consent is fully informed.
- 1.4. To ensure the clinical recording of patients in a variety of locations is undertaken with speed, dexterity and accuracy to ensure that the patients' treatment is not delayed.
- 1.5. When required, use direct physical contact to introduce instruments (e.g. dental retractors/mirrors) into a patient's mouth to enable the correct view to be recorded.
- 1.6. Adhere to national and local standardised protocols in order to produce consistent and repeatable audiovisual recordings.
- 1.7. To produce high quality photographic and video images using advanced skills in computerised image/sound manipulation being mindful of the consequences for the patient's treatment and implications for misdiagnosis.

- 1.8. To occasionally use own initiative, when non-standard recordings are required to record in a logical, repeatable manner and to document the procedure.
- 1.9. To update standard recording procedures and develop new ones in association with clinicians as treatment develops.
- 1.10. To be fully conversant with the professional institutes (Institute of Medical Illustrators or Royal Photographic Society Medical Group) codes of conduct, which outline the professional behaviour and responsibilities expected of members.

2. Non-Clinical Photography

- 2.1. To occasionally undertake photography of events and activities for the positive promotion of the Division and occasionally for the wider Trust.
- 2.2. Individual and group portraiture both on location and in the studio. The aim is to provide both traditional and contemporary images as required.
- 2.3. Provide still-life photography of equipment, instruments and other objects.
- 2.4. Record all manner of non-clinical subjects and situations for use in such areas as teaching, research publication, public relations, health promotion and staff training.

3. Non-Clinical Video

- 3.1. Work with individuals or with a multidisciplinary team to clearly establish the project aims and objectives, content, style and timeline.
- 3.2. To advise on video solutions after analysing and comparing a range of production options, taking into account potentially conflicting demands of customer brief and deadline.
- 3.3. To collaboratively prepare scripts with the subject expert/s (clinical or otherwise), providing advice on interviewing and voice-overs.
- 3.4. To be creative within the constraints of locations and timescale available.
- 3.5. To meet regularly with clients to keep them up-to-date with progress through discussions and/or screening work in progress.
- 3.6. To ensure the final edit accurately represents the viewpoints of the contributors.
- 3.7. To record with professional equipment and to output to a variety of formats, including digital formats and DVD as appropriate.
- 3.8. To recognise and advise where video requirements exceed the capability of the department (e.g. animation).

4. Digital Imaging

- 4.1. To use high quality scanners to digitise transparencies, negatives and printed material for a variety of purposes.
- 4.2. To use advanced technical skills in computerised image manipulation, ensuring that reproduction is accurate and in accordance with departmental protocols.

5. Design

- 5.1. Provide a comprehensive design and illustration service to the RNENT&EDH which includes the design of patient information booklets and leaflets, posters, teaching materials, signs, etc.
- 5.2. Preparation of illustrations and graphics such as charts, graphs, diagrams for ongoing patient care, teaching and research publication.
- 5.3. In liaison with the responsible healthcare professional and the Patient Information group, to update documentation in line with revised clinical

standards and/or documentation requirements as specified by the CQC and the DH.

- 5.4. Provide a limited finishing service for signs/posters/portraits including printing, laminating, and cutting/trimming.
- 5.5. To occasionally advise and provide support in the design and construction of PowerPoint presentations in the Trust template, e.g. text specifications, and the insertion of photographs and video.
- 5.6. To adhere to Corporate Identity guidelines in all media.

6. Medico-Legal Photography

- 6.1. To occasionally undertake the photography of patients for use in solicitor's reports, the Criminal Injuries Compensation Board and insurance claims. This will involve following strict verbal and written instruction.

7. Research

- 7.1. To support improving clinical care by working collaboratively with clinical staff and colleagues on research and the development of new audiovisual protocols.
- 7.2. Work to strict protocols to standardise the audiovisual recording of patients involved in clinical trials. This will involve working in accordance with customer requirements and ensuring existing equipment can deliver what the protocols require.
- 7.3. Recommend specialist equipment for purchase if essential for achieving research standard recordings.

8. Information Governance

- 8.1. To be fully conversant with the UCLH Consent Policy, Data Protection Act (1988) and General Data Protection Regulation (2016).
- 8.2. To contribute to Divisional discussions on consent.
- 8.3. To be responsible for requesting informed consent from the patient or parent/carer prior to any recording.
- 8.4. To provide local advice on consent and the management of audiovisual material to staff, including supporting clinicians to request additional levels of consent from their patients.
- 8.5. To release appropriately consented material to clinicians for teaching and/or publication.
- 8.6. Ensure the safe delivery of clinical photographs to EPIC, clinicians (e.g. for conferences), and any other departments having checked the patient consent.
- 8.7. To allocate and maintain digital files to the audiovisual database and Trust server in line with the Data Protection Act (1998).
- 8.8. To occasionally receive and securely store confidential audiovisual material that originates from outside the CP department so as to be easily retrievable.
- 8.9. To occasionally develop new written Clinical Photography procedures in accordance with relevant national and local policies and procedures.

9. Administration

- 9.1. Work independently using own initiative to effectively manage the workflow to reflect the priorities and deadlines of the key service users with the ability to complete several jobs running simultaneously, with frequent interruptions, resulting in a need of flexibility in planning day to day work.
- 9.2. To participate in the departments quality systems and support ongoing service improvement.

- 9.3. Ensure the General Manager is up to date with all matters concerning the department.
- 9.4. To research and advise on potential replacement audiovisual equipment as required.
- 9.5. To promptly organise repairs for equipment faults, liaising with audiovisual suppliers to minimise any disruption to the service.
- 9.6. Organise patient appointments for clinical audiovisuals via the telephone.

Other

The job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the post holder.

You will be expected to actively participate in annual appraisals and set objectives in conjunction with your manager. Performance will be monitored against set objectives.

Our Vision and Values

The Trust is committed to delivering top quality patient care, excellent education and world-class research.

We deliver our vision through [values](#) to describe how we serve patients, their families and how we are with colleagues in the Trust and beyond.

We put your **safety** and wellbeing above everything

Deliver the best outcomes	Keep people safe	Reassuringly professional	Take personal responsibility
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We offer you the **kindness** we would want for a loved one

Respect individuals	Friendly and courteous	Attentive and helpful	Protect your dignity
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We achieve through **teamwork**

Listen and hear	Explain and involve	Work in partnership	Respect everyone's time
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We strive to keep **improving**

Courage to give and receive feedback	Efficient and simplified	Develop through learning	Innovate and research
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Person Specification

Requirements	Essential	Desirable	Assessment Criteria			
			A	I	R	T
Knowledge and Qualifications	<ul style="list-style-type: none"> - A degree in clinical photography or equivalent experience sufficient to qualify for Committee for the Accreditation of Medical Illustration Practitioners (CAMIP) registration - Recognised short course in video 	<ul style="list-style-type: none"> - Relevant specialist courses and CPD - Registered Medical Illustration Practitioner (RMIP) 	✓	✓		
Experience	<ul style="list-style-type: none"> - Experience as a clinical photographer - Experience of solo video production - Experience of graphic design 	<ul style="list-style-type: none"> - Proven ENT, dental and/or maxillofacial experience - Experience of working in the NHS 	✓	✓	✓	✓
Skills and Abilities	<ul style="list-style-type: none"> - Advanced photographic and video production skills with the ability to use specialist AV equipment and medical recording techniques - Experience of using professional digital software for photos, video and graphics - Excellent general computer skills (e.g. able to use a database) - Working knowledge of data protection issues, Copyright and consent - Basic knowledge of human anatomy and clinical conditions - Ability to work independently and as part of a team - Ability to work with a wide range of professional and non-professional hospital staff - Ability to prioritise and to manage resources effectively - Well organised with respect to work and documentation 		✓	✓		✓
Communication	<ul style="list-style-type: none"> - Excellent verbal and written communication skills 		✓	✓	✓	

Personal and People Development	<ul style="list-style-type: none"> - Effective patient and customer focussed skills with a professional and approachable manner. - Good interpersonal skills with a caring and positive attitude - Respond to unexpected changes and adopt a flexible approach - Open and positive approach to new working practices 		✓		✓	
Specific Requirements	<ul style="list-style-type: none"> - Passed fit through occupational health to perform full duties of the post - CRB clearance - Excellent colour vision - Reliable and punctual 		✓		✓	

A= Application Form
 I= Interview
 R-References
 T/P=Test/Presentation