

## ROLE BRIEF

<b>Department:</b>	Outpatients
<b>Job Title:</b>	Ophthalmic Technician
<b>Responsible To:</b>	Outpatients Service Manager
<b>Location:</b>	East Grinstead, West Sussex
<b>Key Duties:</b>	<ul style="list-style-type: none"> <li>• To work as part of the outpatient's team, delivering an unsupervised, high quality technical and specialist service. Performing visual assessments including; visual acuity, visual fields, optical coherence tomography (OCT), Oculus Pentacam, measurement of intraocular pressure and other technical measurements which provide information for clinical decisions/ treatments of eye and neurological conditions. The post holder will learn how to interpret the tests and report to consultant team.</li> <li>• Actively develop positive team working between theatres and the ward</li> <li>• To participate in integrated governance and risk assessment activities, reporting these as required.</li> <li>• To undertake delegated responsibility for senior staff during short periods of absence.</li> <li>• To report clinical incidents and complete all associated documentation as required.</li> </ul>
<b>Key Knowledge, Skills and Experience:</b>	<ul style="list-style-type: none"> <li>• The post holder needs to have the expertise to undertake a range of visual fields that are requested by the medical staff.</li> <li>• They will need to be able to highlight any concerns resulting from the field results to the doctors. At the end of testing the post holder is responsible for ensuring the saving of the data on a hard disk and maintaining the chronological order of the print outs in the notes for accurate record keeping.</li> <li>• To maintain accurate records in OPD notes.</li> <li>• The ability to explain clearly and precisely to the patient the nature and purpose of the test in a polite and professional manner. If necessary to utilise a range of verbal and non-verbal mechanisms in the assessment of patients. This will include patients who have difficulty in understanding the instructions.</li> <li>• Promotes the development of an acceptable learning environment within the department.</li> <li>• Provides the department nurses / learners with up to date information by acting as a link worker</li> <li>• Participates in department development strategies and assists in the positive promotion of team building.</li> <li>• Demonstrate a professional approach to work at all times</li> <li>• Maintain confidentiality, privacy and dignity surrounding the patient/client 's admission and treatment at all times</li> <li>• Ensure that mandatory and statutory training needs are met.</li> <li>• Seeks to develop new skills.</li> <li>• Understands and practices principles of equality and diversity</li> <li>• Experience in the field of technician though qualifications or the equivalent practical experience</li> <li>• GCSE passes including English and Maths at grade C or equivalent.</li> <li>• IT skills</li> <li>• Experience of working with the general public.</li> </ul>

	<ul style="list-style-type: none"> <li>• Excellent numeracy skills.</li> <li>• Proven Customer care skills.</li> <li>• Excellent interpersonal skills and engagement skills</li> <li>• Excellent presentation skills</li> <li>• Excellent written skills</li> <li>• Must be able to communicate technical subjects to non-technical people</li> <li>• Highly motivated to make changes and demonstrate improvement to service</li> <li>• Ability to communicate with all members of the multidisciplinary team</li> <li>• Influencing skills to motivate others and deliver change</li> <li>• Highly skilled at team working and delivering results</li> </ul> <p><b>Must Haves</b></p> <ul style="list-style-type: none"> <li>• A passion for ophthalmology</li> <li>• Technician experience (qualifications or hands-on)</li> <li>• A grasp of the basics – Maths and English Grade C GCSE</li> <li>• A knack for IT</li> </ul>
<b>Health and Safety:</b>	<p><b>The Health Act 2008</b></p> <p>Code of Practice for Prevention and Control of Healthcare Associated Infections:</p> <p>You'll carry out your duties in a way that maintains and promotes the principles and practice of infection prevention and control. You'll comply with national standards, policies, guidelines and procedures. If you need a few tips, speak with our Infection Control Specialist.</p> <p>For clinical colleagues with direct patient contact, this will include (but is not limited to):</p> <ul style="list-style-type: none"> <li>• compliance with clinical procedures and protocols, including uniform and dress code</li> <li>• the use of personal protective equipment</li> <li>• safe procedures for using aseptic techniques</li> <li>• safe disposal of sharps.</li> </ul> <p>Please take due care at work, reporting any accidents, incidents or near misses to your line manager and record them on the Datix system.</p>
<b>Equal Opportunities</b>	<p>Horder HealthCare's Equal Opportunities Policy tells you all about our commitment to ensuring that no patient, colleague or prospective colleague is discriminated against, whether directly or indirectly on the grounds of : gender, sexual orientation, age, marital status, responsibility for dependants, disability, religion, creed, colour, race, nationality, ethnic or national origin, trade union activity, social background, health status, or is disadvantaged by conditions or requirements which cannot be shown as justifiable.</p>
<b>Confidentiality</b>	<p>You'll make sure that no confidential information is disclosed about Horder Healthcare or its associated companies (including information about patients and colleagues) to any unauthorised person.</p>
<b>Safeguarding</b>	<p>You'll be aware of the key issues in safeguarding children and vulnerable adults from significant and serious harm. Reporting safeguarding concerns to</p>

	appropriate professionals and recording incidents accurately.
<b>People Managers</b>	You have a responsibility to manage your team, ensuring safe staffing levels at all times. You should ensure all new team members are effectively inducted onto your department; making sure that mandatory training is complete and kept up to date. You should effectively manage your team members monitoring performance and absence, using the HR policies and procedures.
<b>Review</b>	Whilst this role brief outlines the main duties of your role identified at the date of issue, you may be required to carry out additional tasks as requested by senior colleagues. Your role may be subject to amendments in the light of the changing needs of the business, and will be reviewed periodically, which we'll discuss with you first.
<b>Role Brief Agreement</b>	<p>I have read this role brief and understand the contents of my day-to-day duties. I also understand that this role brief may change over time with the business needs of Horder Healthcare. I understand that the role brief will therefore be subject to periodic review.</p> <p><b>Colleague name:</b></p> <p><b>Colleague signature:</b></p> <p><b>Date:</b></p>