# Diabetes Eye Screener / Photographer
## Job Description

<table>
<thead>
<tr>
<th>Post Title:</th>
<th>Diabetes Eye Screener / Photographer</th>
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</thead>
<tbody>
<tr>
<td>Band:</td>
<td>4 (Subject to AFC)</td>
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<tr>
<td>Directorate:</td>
<td>Ophthalmology/Head and neck</td>
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<tr>
<td>Base:</td>
<td>Diabetes Eye Screening Office, Hummingbird Centre, RSH</td>
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<tr>
<td>Managerially accountable to:</td>
<td>DESP Programme Manager / Senior Screener Grader</td>
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<tr>
<td>Professional Accountable to:</td>
<td>Clinical Lead for Diabetic Eye Screening Programme</td>
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## 1. Job Purpose

Shropshire Diabetes Eye Screening Programme (SDESP) provides a high quality image based eye screening and grading service. The programme has in excess of 27,000 registered diabetic patients and is continually increasing in patient numbers. As a result we currently work from 3 fixed hospital sites as well as multiple mobile community based clinics which cover the whole of Shropshire.

The Diabetes Eye Screener will have day to day responsibility for the operational running of their clinic, where they will screen patients using a fundus digital camera. Primarily the screener will be working unsupervised and triaging workload during a busy workday. The post requires excellent communication skills, dealing with patients, staff and allied health professionals which can include the clinical lead and General practitioners.
Main duties and Responsibilities

1. Communication and relationship skills

- Have a responsible approach and act at all times in a professional manner to promote a positive image of the programme and the trust.
- Communicate effectively with patients and other department staff.
- Helping with the delivery of health promotion activities and events within and outside the trust.
- To follow and adhere to local and national guidelines and standards pertaining to diabetes eye screening and to give relevant information to ensure patients understand the screening process.
- Maintain a calm and professional disposition in instances of technical failures or unexpected events in community and hospital based clinics and to communicate any unforeseen circumstances effectively to patients.
2. Knowledge, training and support.

- Helping to support new team members within your remit e.g. use of camera equipment and software.
- Support student nurses and junior doctors when observing clinics by informing them of the role of SDESP and the importance of eye screening within diabetes care.
- To have a flexible approach to working patterns and to help cover annual leave/sickness and support members of the administration team as well as where necessary.
- A minimum of 15 hours, out of trust, clinical CPD hours is required per year.
- Instil mydriatic eye drops to ensure adequate dilation of pupils in order to obtain images which meet the required national standards. To explain to patient any side effects or contraindication to the drops.
- Calibrating and manipulation of specialist equipment (fundus digital camera) to ensure optimum focussing flash intensity and pupil filter in order to obtain the best possible images for each patient.

3. Analytical and judgemental skills

- To make accurate decisions utilising your acquired skills, knowledge and experience to ensure patient timelines are kept to an absolute minimum.
- Differentiate between normal and abnormal pathology and choose the most appropriate referral route.
- To work in conjunction with the programme manager and rest of the team to prepare for the external quality assurance and help to prepare and implement changes within the department to meet the recommendations made by the EQA assessment of the programme.
- Undertake visual acuity testing in a calibrated environment and accurately record results to ensure correct referral on the screening pathway.
- Triage images appropriately at the point of capture to establish whether any extra images are required or if any alternative views or positioning would benefit the patient.
- Help to undertake regular on going departmental audits, liaising with other Trust departments and external agencies, inputting data effectively to allow the information to be presented nationally and for quality assurance purposes.
4. Planning and organisational skills

- Working mostly unsupervised in a clinic setting the post holder will manage their own clinic and workload, referring to senior team members and programme manager if necessary
- Prioritise workload whilst ensuring effective time management strategies are in place during clinic to minimise patient waiting time and hence encourage future attendance

5. Physical skills

- Be skilled with hand and eye coordination in order to produce the highest quality images which need to adhere to national standards
- Ensure safe, careful storage of expensive and specialist equipment in between clinic times and to oversee and supervise the safe use of this equipment in clinic
- You will be required to transport camera and clinical equipment to and from venues, loading and unloading them safely onto the specially adapted vans
- You will be required to follow moving and handling procedures and health and safety procedures during and in between clinics when moving the equipment
- There may be occasions when you need to assist and help mobilise patients onto and off clinic chairs and assist them from the waiting room

6. Responsibility for patient/client care

- To provide a high quality diabetic eye screening service to all eligible patients in the Shropshire area, following and adhering to local and national guidelines and standards
- To assess patients clinical needs and level of co-operation using professional judgement during the patient appointment
- Using professional judgement to adopt the most appropriate and effective approach to screening depending on the patient, being aware of any barriers to effective treatment and escalating as needed

7. Responsibility for policy/service development implementation

- To support in the review of Standard operating procedures (SOP) in line with the local and national guidelines
- Undertaking regular on-going departmental audits, inputting data effectively to allow the information to be presented nationally and for quality assurance purposes
- To attend monthly MDT meetings in line with programme requirements
- Maintaining consistent and effective sanitising procedures between each patient whilst adhering to the trusts infection control policies including hand hygiene policy
- Working with and supporting the programme manager, senior team members and clinical lead with any policy updates as required
8. Responsibility for financial and physical resources.

- Be responsible for any cash used for parking payments. Appropriate use of fuel card payment system
- To maintain stock levels of mydriatic drops, storing them safely and accurately monitoring numbers held within the department

9. Responsibility for human resources

- Helping to train new staff where required

10. Responsibility for information resources

- Recording and storage of sensitive information on a daily basis, including patient family medical history and personal details.
- Adhere to information governance protocols when transporting and using the software and laptops.
- Maintain accurate databases using multiple NHS and patient administration systems (PAS) on a regular basis as well as diabetes only software and Microsoft packages.

11. Responsibility for research and development

- Act autonomously in your approach to development by taking responsibility for your statutory training and continued professional development (CPD)

12. Freedom to act

- To work independently to defined policies and procedures whilst using your own initiative
- To work autonomously and manage your own workload
- To be responsible for your own training and CPD

Other duties and responsibilities

Additional duties to support the SDESP service may include:

Diabetes awareness and health promotion events
Failsafe
Patient satisfaction and Ophthalmology audit
Administration support
Continual professional development with training and assessments
Health & Safety

As an employee of the Trust you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Infection Prevention and Control

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust’s agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff; and
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and on-going continuing professional development; and
- Challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

Information Governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust’s Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust’s Disciplinary Procedure.

- **Confidentiality and Security** - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.

- **Disclosure of Information** - The unauthorised use or disclosure of information relating to the Trust’s activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust’s employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this information will be treated as a serious disciplinary offence which could result in action being taken in accordance with the Trust’s Disciplinary Procedure.
information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.

- **Information Quality and Records Management** - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust’s recording, monitoring, validation and improvement schemes and processes.

**Professional Standards and Performance Review**

As an employee of the Trust you have a responsibility to:

- participate in statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates; and
- Participate in the Trust’s appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

**Safeguarding Children and Vulnerable Adults**

- We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust’s procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.
- As an employee of the Trust you have a responsibility to ensure that:
  o You are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
  o You attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

**Social Responsibility**

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.